iR6570/iR5570
Copying and Mail Box Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

• **Quick Reference for Basic Operation** For Basic Operations → Basic Features For Additional Functions → To Suit Your Needs	**Easy Operation Guide**	CD-ROM
• **Basic Information**	**User's Guide**	
• **Basic Operations** • **Troubleshooting**	**Reference Guide**	CD-ROM
• **Copying and Mail Box Instructions**	**Copying and Mail Box Guide (This Document)**	CD-ROM
• **Sending Instructions**	**Sending Guide**	CD-ROM
• **Setting Up the Network Connection and Installing the CD-ROM Software**	**Network Quick Start Guide**	
• **Remote User Interface Instructions**	**Remote UI Guide**	CD-ROM
• **Network Connectivity and Setup Instructions**	**Network Guide**	CD-ROM
• **Network ScanGear Installation and Instructions**	**Network ScanGear User's Guide**	CD-ROM
• **PS/PCL/UFR II Printer Instructions**	**PS/PCL/UFR II Printer Guide**	CD-ROM
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**	CD-ROM
• **PS Printer Driver Installation and Instructions**	**PS Driver Guide**	CD-ROM
• **Mac OS X PS Printer Driver Installation and Instructions**	**Mac PS Driver Guide**	CD-ROM

- **UFR II Printer Driver Installation and Instructions**

UFR II Driver Guide

- **Mac OS X UFR II Printer Drive Installation and Instruction**

Mac UFR II Driver Guide

- **Installing MEAP Applications and Using the Login Service**

MEAP SMS Administrator Guide

To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

How This Manual Is Organized

Chapter 1 Introduction to the Copying Functions

Chapter 2 Introduction to the Mail Box Functions

Chapter 3 Basic Copying and Mail Box Features

Chapter 4 Special Copying and Mail Box Features

Chapter 5 Memory Features

Chapter 6 Sending and Receiving Documents Using the Inboxes

Chapter 7 Using the Express Copy Basic Features Screen

Chapter 8 Customizing Settings

Chapter 9 Appendix

Includes the index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

Contents

Preface . . . . . **xi**
How To Use This Manual . . . . . **xi**
Symbols Used in This Manual xi
Keys Used in This Manual xii
Displays Used in This Manual xii
Illustrations Used in This Manual xiii
Legal Notices . . . . . **xiv**
Trademarks xiv
Copyright xiv
Disclaimers xiv

Chapter 1 Introduction to the Copy Functions

Overview of the iR6570/iR5570 . . . . . **1-2**
Switching the Copy Basic Features Screen 1-2
Various Coping Features 1-3
Flow of Copy Operations **1-11**
Selecting an Output Device (Select Output Device) **1-19**
Selecting a Printing Destination; Giving Priority to the Copy Mode 1-22
Selecting a Printing Destination; Giving Priority to the Output Device 1-25
Paper Selection **1-29**
Cancelling a Copy Job **1-36**
Using the Touch Panel Display 1-36
Using the Stop Key 1-37
Using the System Monitor Screen 1-38
Reserved Copying **1-40**
Reserving Copy Jobs 1-40
Using the Stack Bypass 1-42
Interrupt Mode **1-51**
Sample Set **1-53**
Confirming/Changing/Cancelling Selected Settings **1-56**

Chapter 2 Introduction to the Mail Box Functions

Various Mail Box Functions **2-2**
Flow of Mail Box Operations **2-13**
Storing Originals into an Inbox 2-13
Printing Documents Stored in an Inbox 2-23
Paper Selection **2-31**
Cancelling a Job **2-38**
While Scanning 2-38
Using the Touch Panel Display 2-38
Using the Stop Key 2-39
While Printing 2-39
Using the Touch Panel Display 2-39
Using the System Monitor Screen 2-40
Reserving Jobs **2-42**
Storing Originals While Printing 2-42

Reserving Print Jobs 2-44
Reserving Print Jobs 2-44
Using the Stack Bypass 2-47
Sample Print 2-55
Storing Print Settings. 2-59
Arranging Documents Stored in an Inbox 2-61
Changing the Name of a Document 2-61
Checking a Document's Detailed Information 2-63
Erasing a Document. 2-64
Moving/Duplicating a Document 2-65
Editing/Checking the Contents of a Document 2-68
Checking an Image in a Document 2-68
Storing Multiple Documents as One Document. 2-70
Inserting a Document into Another Document. 2-72
Erasing Part of a Document. 2-75

Chapter 3 Basic Copying and Mail Box Features

Exposure and Original Type Settings. 3-2
Manual Exposure Adjustment 3-2
Copying 3-2
Mail Box 3-3
Original Type Selection 3-3
Copying 3-4
Mail Box 3-5
Automatic Exposure Adjustment 3-6
Copying 3-6
Mail Box 3-7
Exposure Adjustment during Copying/Printing. 3-8
Changing the Copy (Zoom) Ratio 3-9
Preset Zoom. 3-9
Copying 3-10
Mail Box 3-11
Zoom by Percentage 3-12
Copying 3-12
Mail Box 3-13
Auto Zoom 3-14
Copying 3-15
Mail Box 3-16
Entire Image. 3-17
Reducing/Enlarging Using the Original and Copy/Record Sizes 3-18
Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom) 3-19
Making Copies (Scanning) with Different XY Copy/Zoom Ratios (XY Zoom) 3-22
Setting the X and Y Axes Independently 3-25
Copying 3-27
Mail Box 3-29
Collating Copies/Prints 3-30
Page Order (Collate) 3-36
Copying 3-36
Mail Box 3-40
Same Page (Group) 3-41
Copying 3-41
Mail Box 3-45
Page Order (Staple) 3-46
Copying 3-46
Mail Box 3-51
Two-Sided Copying/Printing 3-52
1 to 2-Sided 3-52
Copying 3-53

Mail Box . . . 3-55
2 to 2-Sided . . . 3-57
2 to 1-Sided . . . 3-59
Book to 2-Sided . . . 3-61
Scanning Two-Sided Originals . . . 3-65
Merging Documents . . . 3-67

Chapter 4 Special Copying and Mail Box Features

What are Special Features? . . . 4-2
Specifying the Special Copying Features . . . 4-2
Specifying the Special Mail Box Features for Scanning . . . 4-4
Specifying the Special Mail Box Features for Printing . . . 4-6
Two-Page Separation . . . 4-8
Cover/Sheet Insertion . . . 4-10
Cover/Job Separator . . . 4-22
Booklet Mode . . . 4-27
Booklet Scanning . . . 4-36
Copying . . . 4-29
Mail Box . . . 4-33
Transparency Interleaving . . . 4-38
Image Combination . . . 4-41
Copying . . . 4-43
Mail Box . . . 4-46
Shifting the Original Image . . . 4-47
Using the Arrow Keys . . . 4-47
Using the Numeric Keys . . . 4-48
Margin Mode . . . 4-51
Frame Erase . . . 4-54
Different Size Originals . . . 4-63
Original Frame Erase . . . 4-54
Book Frame Erase . . . 4-57
Binding Erase . . . 4-60
Job Build . . . 4-64
Scan Image Check . . . 4-67
Job Done Notice . . . 4-69
Inverting Images . . . 4-72
Image Repeat . . . 4-73
Mirror Image . . . 4-78
Adjusting the Contrast . . . 4-79
Composing Images . . . 4-81
Page and Copy Set Numbering . . . 4-84
Page Numbering . . . 4-86
Copy Set Numbering . . . 4-90
Printing a Watermark and Date . . . 4-92
Watermark Printing . . . 4-93
Date Printing . . . 4-96
Tab Paper Creation . . . 4-98

Chapter 5 Memory Features

Recalling Previous Copy Jobs 5-2
Memory Keys 5-4
StoringScan/Print/Copy Settings 5-4
Naming a Memory Key 5-6
Recalling Scan/Print/Copy Settings 5-7
Erasing Scan/Print/Copy Settings 5-8

Chapter 6 Sending and Receiving Documents Using the Inboxes

Memory RX Inbox 6-2
Receiving Documents through I-Fax 6-3
Settings for Receiving Documents in Memory 6-4
Printing a Document in the Memory RX Inbox 6-6
Confidential Fax Inboxes 6-7
Sending a Document 6-11
Receiving Confidential Documents 6-8
Printing a Document in the Confidential Fax Inbox 6-9

Chapter 7 Using the Express Copy Basic Features Screen

Switching to the Express Copy Basic Features Screen 7-3
Various Features of the Express Copy Basic Features Screen 7-4
Operating the Express Copy Basic Features Screen 7-6
Making a Copy With the Express Copy Basic Features Screen 7-8
Adjusting Copy Exposure 7-8
Selecting Image Quality 7-9
Specifying the Copy Ratio by Percentage (Zoom by Percentage) 7-10
Enlarging/Reducing Originals to a Standard Size (Preset Zoom) 7-11
Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (Auto Zoom) 7-13
Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image) 7-14
Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (Zoom Programme) 7-15
Enlarging/Reducing Originals with Copy Ratios Set Independently for the X and Y Axes (XY Zoom) 7-17
Selecting the Copy Paper Size (Paper Select) 7-19
Making Two-Sided Copies from One-Sided Originals (1 to 2-Sided) 7-22
Making Two-Sided Copies from Two-Sided Originals (2 to 2-Sided) 7-23
Making One-Sided Copies from Two-Sided Originals (2 to 1-Sided) 7-24
Making Two-Sided Copies from Facing Pages in a Book (Book to 2-Sided) 7-25
Collating Copies into Sets in Page Order (Collate) 7-26
Collating Copies into Groups of the Same Page (Group) 7-29
Collating Pages and Stapling (Staple) 7-32
Setting Standard Keys 7-35
Interrupting the Current Job to Make Priority Copies (Interrupt Mode) 7-39
Checking a Sample Set before Copying (Sample Set) 7-40
Recalling a Previous Copy Setting (Recall) 7-42
Registering Frequently Used Copy Settings in Memory (Mode Memory) 7-43
Registering a Memory Key Name (Mode Memory) 7-47
Recalling a Copy Mode (Mode Memory) 7-48

Erasing a Copy Mode (Mode Memory) 7-49
Making a Copy with Two-Page Separation and Different Size Originals Settings (Scan Originals) 7-51
Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-Page Separation) 7-52
Copying Separately-Set Originals (Job Build) 7-54
Feeding Different-Sized Originals Together in the Feeder (Different Size Originals) 7-55
Copying while Verifying Scanned Images (Scan Image Check) 7-57
Making a Copy with the Booklet, Shift Settings (Book/Page Edit/Shift) 7-59
Adding Front and Back Covers, Sheet Insertions, Chapter Pages, and Tab Papers to Copy Sets (Front Cover/Back Cover) (Paper Insertion) 7-60
Making a Copy with Front and Back Covers 7-61
Making a Copy with Inserted Sheets 7-63
Making Copies for Use as a Booklet (Booklet) 7-66
Page and Copy Set Numbering (Page Numbering/Copy Set Numbering) 7-71
Page Numbering 7-71
Copy Set Numbering 7-75
Printing a Watermark and Date (Watermark/Print Date) 7-78
Watermark 7-78
Print Date 7-81
Making Copies with the Original Image Shifted (Shift) 7-84
Making Copies with the Original Image Shifted to the Center or a Corner 7-84
Making Copies with the Original Image Shifted Using the Numeric Keys 7-86
Making Copies with Margins (Margin) 7-88
Copying on Tab Paper (Tab Paper Creation) 7-91
Making a Copy with the Image Combination and Frame Erase Modes (Process/Layout) 7-93
Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination) 7-95
Composing Images (Form Composition) 7-97
Making Copies by the Original Image Repeated (Image Repeat) 7-99
Erasing Shadows and Frame Lines from Copies (Frame Erase) 7-101
Making Copies by Erasing the Frame around the Original (Original Frame Erase) 7-101
Making Copies by Erasing the Book Frame (Book Frame Erase) 7-104
Making Copies by Erasing Binding Holes (Binding Erase) 7-106
Making Copies with Sheets of Paper Interleaved between Transparencies (Transparency Interleaving) 7-108
Inverting Original Images (Nega/Posi) 7-110
Making Copies with the Original Image Reversed (Mirror Image) 7-111
Making copies with Sharpness Settings (Image Adjustment) 7-112
Making Sharp Contrast Copies (Sharpness) 7-113
Making Copies with Job Done Notice (Others) 7-115
E-mail Notification at the End of a Copy Job (Job Done Notice) 7-116
Selecting an Output Device (Select Output Device) 7-117
Selecting a Printing Destination; Giving Priority to the Copy Mode 7-118
Selecting a Printing Destination; Giving Priority to the Output Device 7-121

Chapter 8 Customizing Settings

What Are Additional Functions? 8-2
Customizing Copy Settings 8-5
Copy Settings Table 8-5
Setting the Display for the Copy Basic Features Screen 8-6
Setting the Paper Select Key Size for the Express Copy Basic Features Screen 8-8

Setting the Standard Keys for the Regular Copy Basic Features Screen 8-9
Setting the Standard Keys for the Express Copy Basic Features Screen 8-11
Auto Collate 8-15
Setting Image Orientation Priority 8-15
Auto Orientation 8-16
Setting the Photo Mode for the Copying Function 8-17
Changing the Current Standard Settings 8-17
Storing New Standard Settings 8-18
Initializing Standard Settings 8-19
Specifying the Remote Copy Printer Settings 8-19
Registering a Remote Copy Printer 8-20
Confirming a Remote Device 8-21
Deleting a Remote Device 8-23
Setting the Remote Device Transmission Timeout 8-24
Restoring the Default Copy Settings 8-25
Customizing Mail Box Settings 8-26
Mail Box Settings Table 8-26
Setting/Storing a User Inbox 8-27
Initializing a User Inbox 8-29
Setting the Photo Mode for the Mail Box Function 8-30
Standard Scan Settings 8-31
Storing the Standard Scan Settings 8-31
Initializing the Standard Scan Settings 8-32
Setting/Storing a Confidential Fax Inbox 8-33
Initializing a Confidential Fax Inbox 8-35

Chapter 9 Appendix

Index 9-2

Preface

Thank you for purchasing the iR6570/iR5570. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]

  Examples: [Cancel]

  [Done]

- Control Panel Keys: <Key icon>

  Examples: <Start> <Stop>

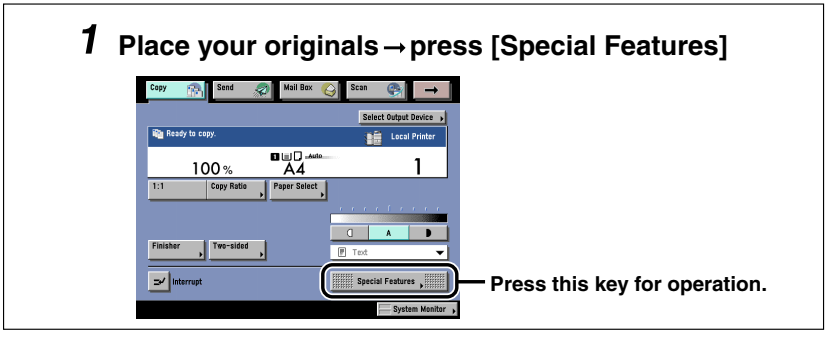
Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the iR6570 has the Universal Send Kit activated, and the following optional equipment attached to it: Multi-PDL Printer Kit, Saddle Finisher-T2, and Puncher Unit-L1.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

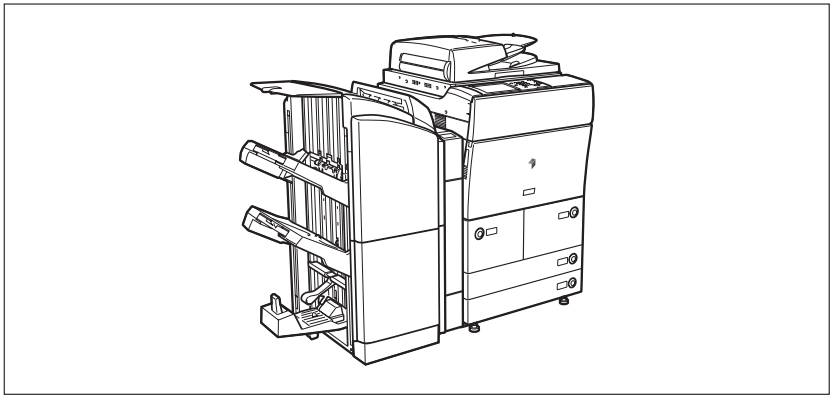
The keys which you should press are marked with a ⬭, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.



Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the iR6570 has the following optional equipment attached to it: Saddle Finisher-T2, and Puncher Unit-L1.



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Introduction to the Copy Functions

1
CHAPTER

This chapter is an introduction to the Copy functions.

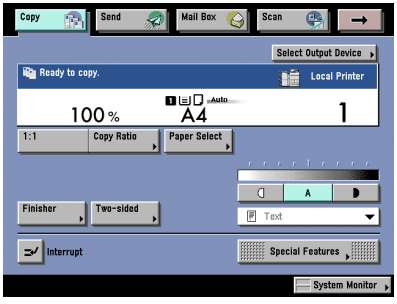
Overview of the iR6570/iR5570 1-2
Switching the Copy Basic Features Screen 1-2
Various Coping Features 1-3
Flow of Copy Operations 1-11
Selecting an Output Device (Select Output Device) 1-19
Selecting a Printing Destination; Giving Priority to the Copy Mode 1-22
Selecting a Printing Destination; Giving Priority to the Output Device 1-25
Paper Selection 1-29
Cancelling a Copy Job 1-36
Using the Touch Panel Display 1-36
Using the Stop Key 1-37
Using the System Monitor Screen 1-38
Reserved Copying 1-40
Reserving Copy Jobs 1-40
Using the Stack Bypass 1-42
Interrupt Mode 1-51
Sample Set 1-53
Confirming/Changing/Cancelling Selected Settings 1-56

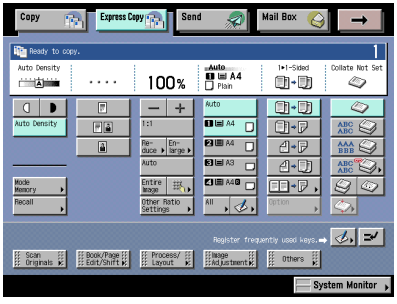
Overview of the iR6570/iR5570

Most operations of this machine are done from the touch panel display. To use the Copy functions, press the appropriate key in accordance with the messages displayed on the touch panel display.

Switching the Copy Basic Features Screen

After the power is turned ON, the Regular Copy Basic Features screen appears on the touch panel display. This machine also includes an Express Copy function. The Express Copy function is useful for advanced users, as it allows you to set the various copying modes with fewer steps than the Regular Copy function. The following screens are examples of the Basic Features screen for the copying function. You can press [Copy] or [Express Copy] to switch the Copy Basic Features screen.



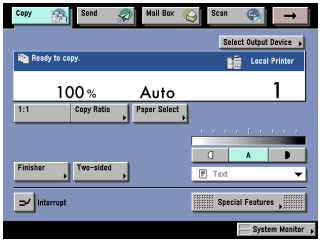


The Express Copy Basic Features screen simplifies the copying procedures of the Regular Copy Basic Features screen. For information on how to use the Express Copy Basic Features screen, See chapter 7, "Using the Express Copy Basic Features Screen."

NOTE

- *By default, only the Regular Copy function key is displayed on the Copy Basic Features screen. You can set to display the Express Copy function key from the Additional Functions screen.*
- *You can display the Regular Copy function key, Express Copy function key, or both. For Information on how to set the display for the Copy Basic Features Screen, see "Setting the Display for the Copy Basic Features Screen," on p. 8-6.*
- *After changing the copy settings, even if you switch to the Express Copy Basic Features screen from the Regular Copy Basic Features screen, or vice versa, the copy settings will be retained.*
- *If you press (Reset) on the Express Copy Basic Features screen, the display returns to the Express Copy Basic Features screen. If you press (Reset) on the Regular Copy Basic Features screen, the display returns to the Regular Copy Basic Features screen.*

Various Coping Features



Regular Copy Basic Features Screen
The screen on the left, which appears when [Copy] is selected, is called the Regular Copy Basic Features screen.

Select Output Device → See p. 1-19

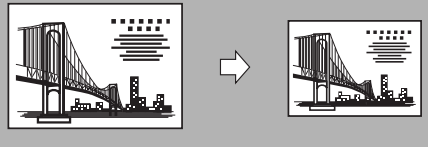
Press to select the printing destination for remote and cascade copying.

Paper Select → See p. 1-29

Press to select the paper size/type and the paper source.

Copy Ratio → See p. 3-9

Press to reduce or enlarge the copy size.



1:1 → See p. 3-9

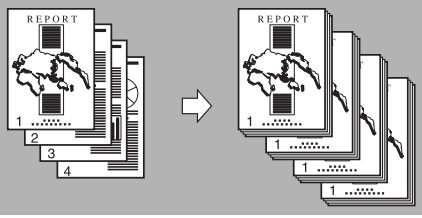
Press to make copies in the same size as your original.

Finisher

→ See p. 3-30

Press to select the Collate, Group, or Staple mode.

[Collate (Page order)] Is Selected

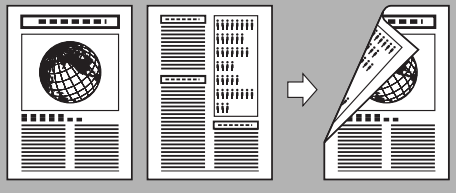


Two-sided

→ See p. 3-52

Press to make [1 ▶ 2-Sided], [2 ▶ 2-Sided], [2 ▶ 1-Sided], or [Book ▶ 2-Sided] copies.

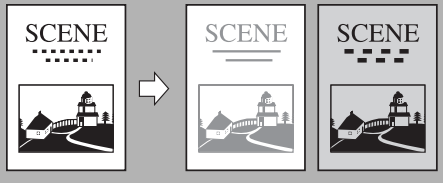
[1▶2-Sided] Is Selected



A

→ See p. 3-2

Press [◐] or [◑] to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

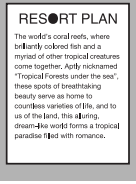


Text

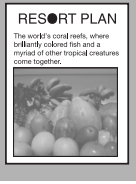
→ See p. 3-3

Press to select the image quality ([Text] only, [Text/Photo], or [Photo] only) of your original. You can also select the type of photo ([Printed Img.] or [Photo]), if you have already set the Photo mode in Copy Settings from the Additional Functions screen.

Text



Text/Photo



Photo

Interrupt

→ See p. 1-51

Press to interrupt a copy job to make priority copies.

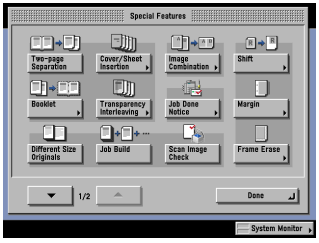
Special Features

→ See Chapters 4 through 5

Press to select a Special Features mode.

System Monitor → **See the Reference Guide**

Press to check the progress of a copy job, change the order of printing, or cancel printing.



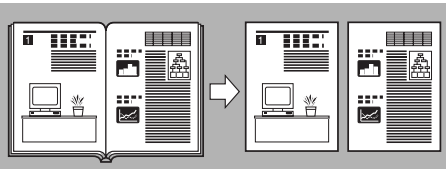
Special Features Screen 1/2
The screen on the left, which appears on the touch panel display when you press [Special Features] on the Regular Copy Basic Features screen, is called the Special Features screen. This screen is divided into two screens. Pressing [▼] or [▲] displays the next or previous screen. All special copy modes are displayed here. In some cases, when a mode is selected, a more detailed screen for the selected mode appears.

To close the Special Features screen and return to the Regular Copy Basic Features screen, press [Done].

Pressing ⓘ after selecting a mode displays a help screen containing guidance information. This is useful when you want to learn more about the selected mode.

Two-page Separation → **See p. 4-8**

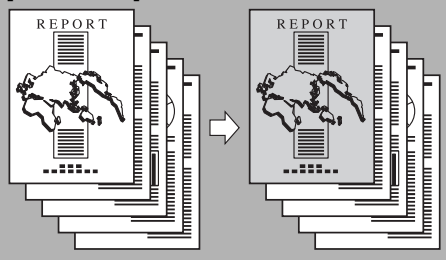
Press to select or cancel the Two-page Separation mode. This mode enables you to copy facing pages of an opened book onto separate copy sheets.



Cover/Sheet Insertion → **See p. 4-10**

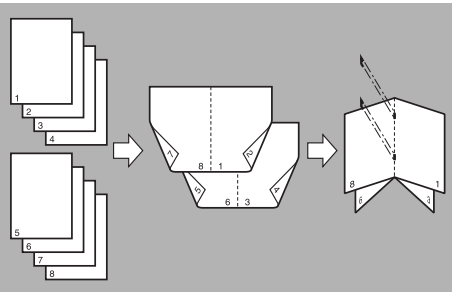
Press to add covers, sheet insertions, chapter pages, and tab papers between specified pages.

[Front Cover] Is Selected



Booklet → **See p. 4-27**

Press to make copies of several originals to form a booklet.



Transparency Interleaving → See p. 4-38

Press to insert a sheet between each transparency when copying transparencies. You can make the same prints on the interleaf sheets as those on the transparencies.

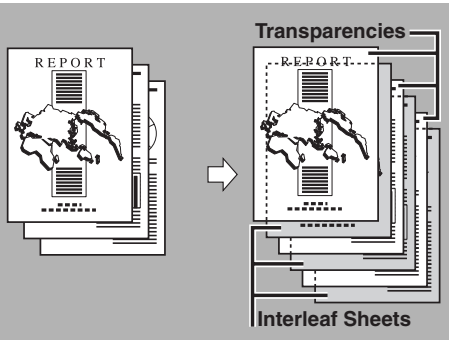
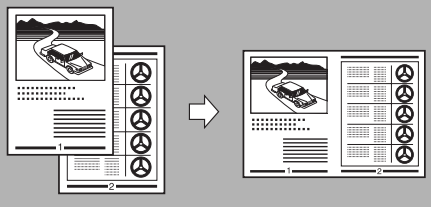


Image Combination → See p. 4-41

Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided copy sheet.

[2 On 1] Is Selected

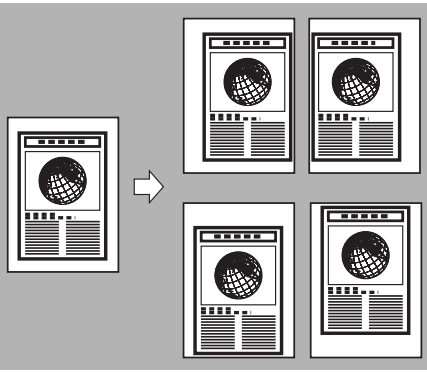


Shift → See p. 4-47

Press to shift the position of the original image on the copy sheet.

Margin → See p. 4-51

Press to create margins along the sides of a copy sheet.

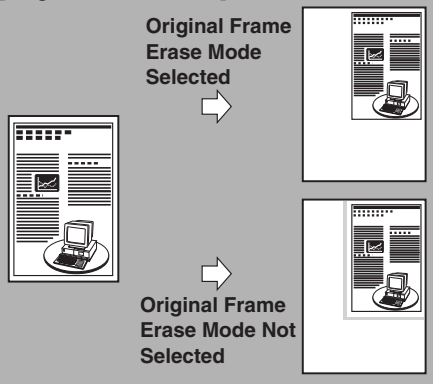


Frame Erase

→ See p. 4-54

Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.

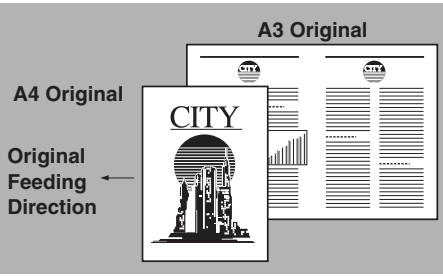
[Original Frame Erase] Is Selected



Different Size Originals

→ See p. 4-63

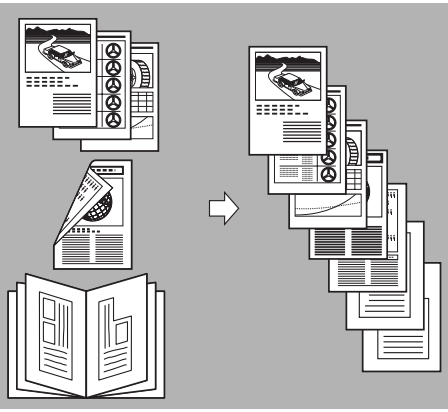
Press to make copies feeding different size originals together in one group, by placing them in the feeder.



Job Build

→ See p. 4-64

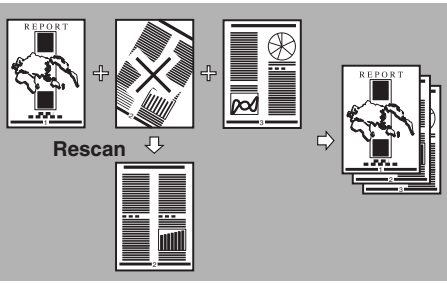
Press to select or cancel the Job Build mode. This mode enables you to divide the originals into several parts, scan them, and then print them all together. This is convenient when you cannot place all of the originals that you want to copy at one time.



Scan Image Check

→ See p. 4-67

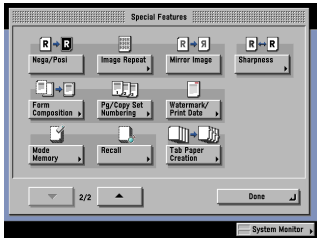
Press to confirm scanned images page by page before copying when you scan originals on the platen glass.



Job Done Notice

→ See p. 4-69

Press to have the machine notify the user through e-mail when the copy job is done.



Special Features Screen 2/2

The screen on the left appears if you press [▼] on the Special Features screen.

Nega/Posi

→ See p. 4-72

Press to make copies with the black/white of the entire image inverted.

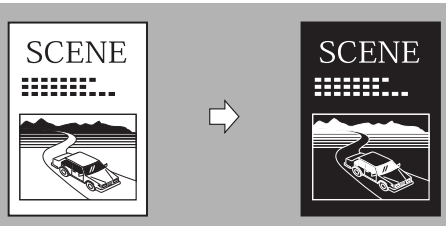
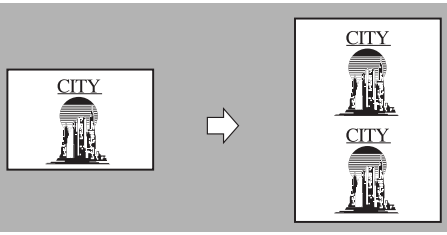


Image Repeat

→ See p. 4-73

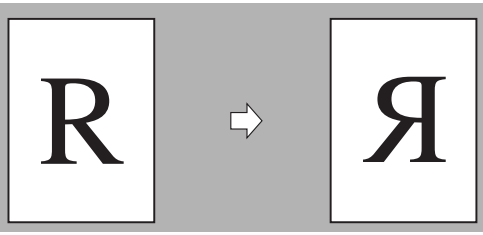
Press to copy an original with the image repeated in the vertical or horizontal direction.



Mirror Image

→ See p. 4-78

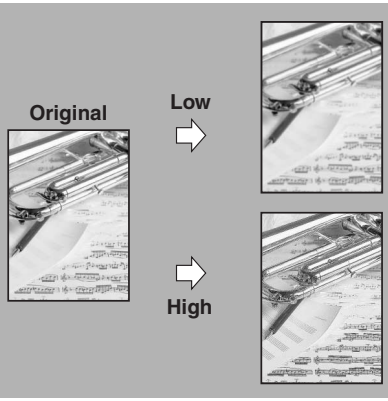
Press to copy an original with the image reversed, as in a reflection in a mirror.



Sharpness

→ See p. 4-79

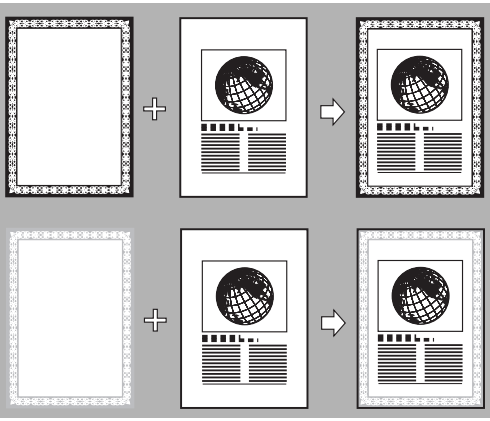
Press to sharpen or soften the image of the original in the copy.



Form Composition

→ See p. 4-81

Press to superimpose an image stored in memory onto the original image for copying.

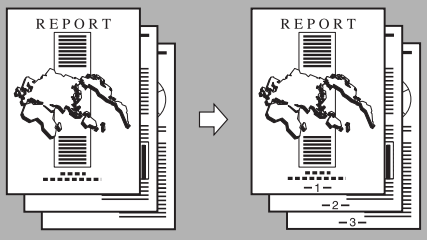


Pg/Copy Set Numbering

→ See p. 4-84

Press to include page numbering on copies.

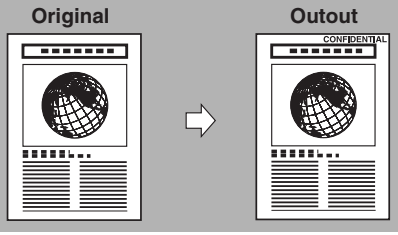
[Page Numbering] Is Selected



Watermark/ Print Date → See p. 4-92

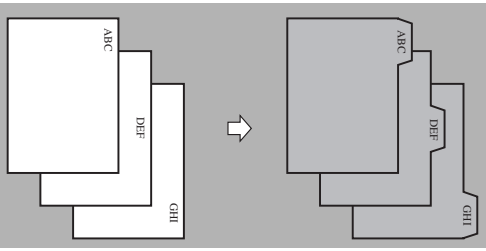
Press to include the watermark and date and date on copies.

[Watermark] Is Selected



Tab Paper Creation → See p. 4-98

Press to select or cancel the Tab Paper mode. This mode enables you to copy with tab paper.



Mode Memory → See p. 5-4

Press to store or recall copy modes.

Recall → See p. 5-2

Press to recall previously set copy modes.

Flow of Copy Operations

This section describes the flow of basic copy operations.

NOTE

Before using the Copy function, it is useful to read the following topics:

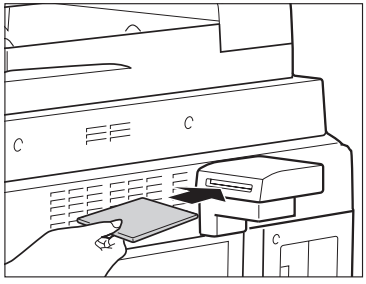
- *Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the Reference Guide.)*
- *Routine maintenance (See Chapter 7, "Routine Maintenance," in the Reference Guide.)*

1 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

If there are no messages displayed, proceed to step 2.

- **If the message <You must insert a control card.> appears:**

  ❑ Insert a control card into the optional Card Reader-C1.

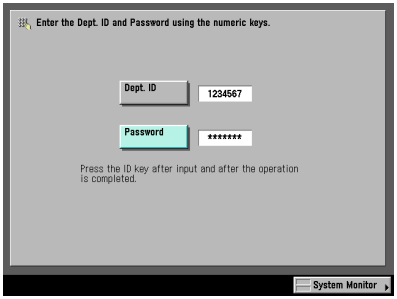


The Basic Features screen is displayed.

NOTE

For instructions on using the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the Reference Guide.

- **If the message <Enter the Dept. ID and Password using the numeric keys.> appears:**
  - ❑ Press [Dept. ID] → enter the Department ID using 0 - 9 (numeric keys).
  - ❑ Press [Password] → enter the password using 0 - 9 (numeric keys).
  - ❑ Press ID.

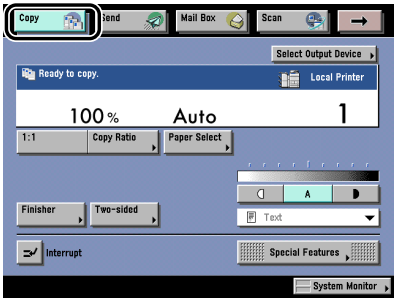

Enter the Dept. ID and Password using the numeric keys.
Dept. ID
1234567
Password
****
Press the ID key after input and after the operation is completed.
System Monitor

The Basic Features screen is displayed.

NOTE

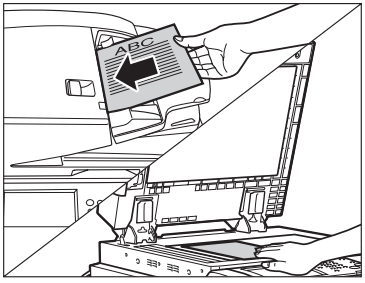
For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the Reference Guide.

2 Press [Copy].



Regular Copy Basic Features Screen

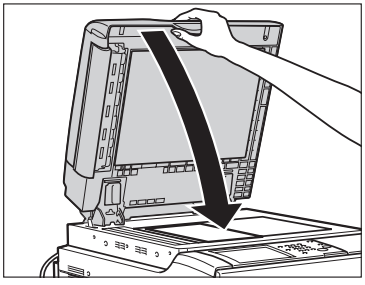
3 Place your originals.



NOTE

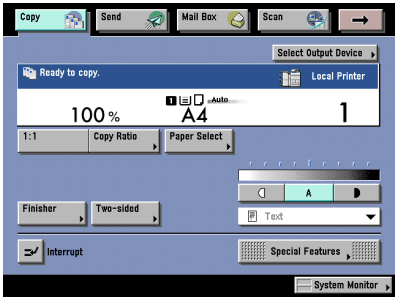
- *For instructions on placing your originals, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or the Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-15.)*

4 Gently close the feeder.



The paper size is recognized automatically. If the paper size recognized automatically is different from the paper size you want, press [Paper Select] → select the copy paper size. (See "Paper Selection," on p. 1-29.)

5 Specify the desired copy modes on the Regular Copy Basic Features screen.

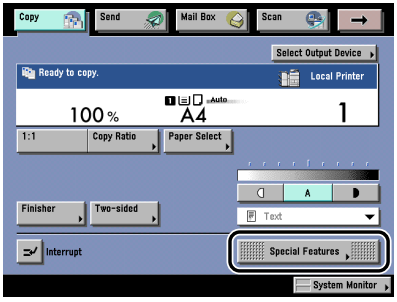


NOTE

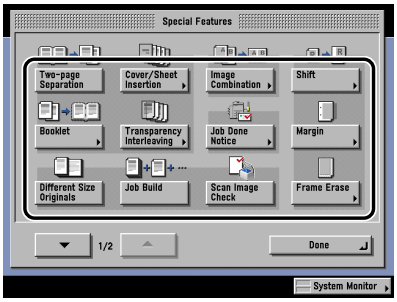
On the Regular Copy Basic Features screen, you can select the paper size and type, copy exposure, original type, copy ratio, two-sided mode, Finisher mode, and output device.

6 Set the desired copy modes on the Special Features screen.

❑ Press [Special Features].



❑ Press the desired mode key to set the mode.

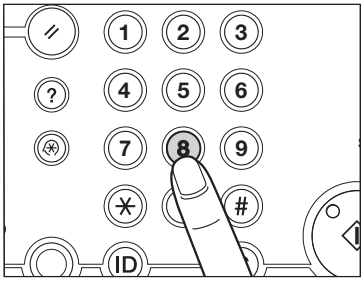


The Special Features screen is divided into two screens. Press [▼] or [▲] to display the desired mode.

For more information on the other available functions on the Special Features screen, see Chapters 4 through 5.

7 Press 0 - 9 (numeric keys) to enter the desired copy quantity (1 to 999).

If you make a mistake when entering values, press C → enter the correct value.



The copy quantity appears on the right side of the Regular Copy Basic Features screen.

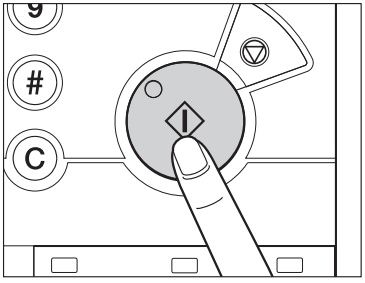
IMPORTANT

You cannot change the copy quantity while the machine is copying.

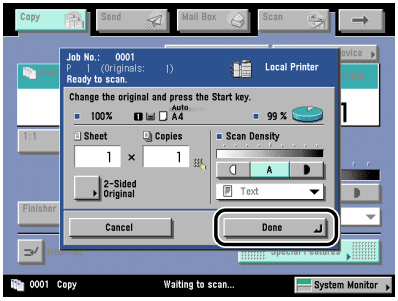
NOTE

If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.

8 Press ◎.



If the following screen is displayed, follow the instructions on the touch panel display → press ◎ once for each original. When scanning is complete, press [Done].



Copying starts.

IMPORTANT

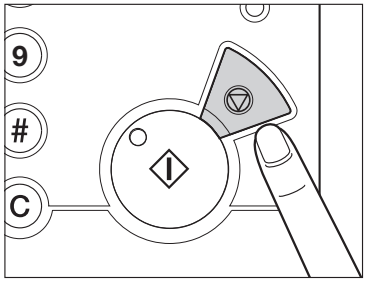
You cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio, while the machine is copying.

NOTE

If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.

9 If you want to stop, interrupt, or copy another original during a copy job, follow the instructions below.

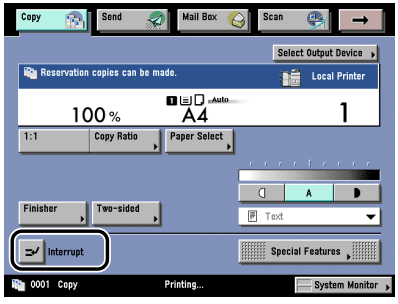
- **If you want to stop a copy job:**
  - ❑ Press ◇.



NOTE

- *Several copies may be output even after you press ◇.*
- *You can also cancel a copy job from the System Monitor screen. (See "Cancelling a Copy Job," on p. 1-36.)*

- **If you want to interrupt a copy job:**
  - ❑ To interrupt a copy job when you need to make priority copies, press [Interrupt].

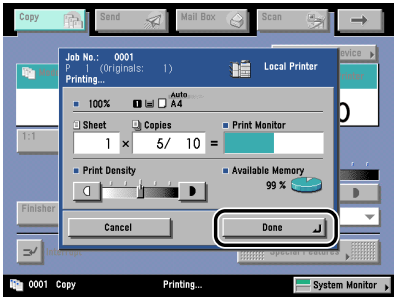


NOTE

For instructions on interrupting a copy job, see "Interrupt Mode," on p. 1-51.

● **If you want to start copying the next original while a previous original is printing:**

❑ Press [Done] → place your originals → press ⓞ.

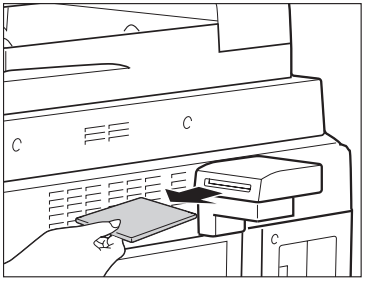


NOTE

For instructions on reserving a copy job, see "Reserved Copying," on p. 1-40.

10 When copying is complete, remove your originals.

11 If the optional Card Reader-C1 is attached, remove the control card.



NOTE

For instructions on using the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the Reference Guide.

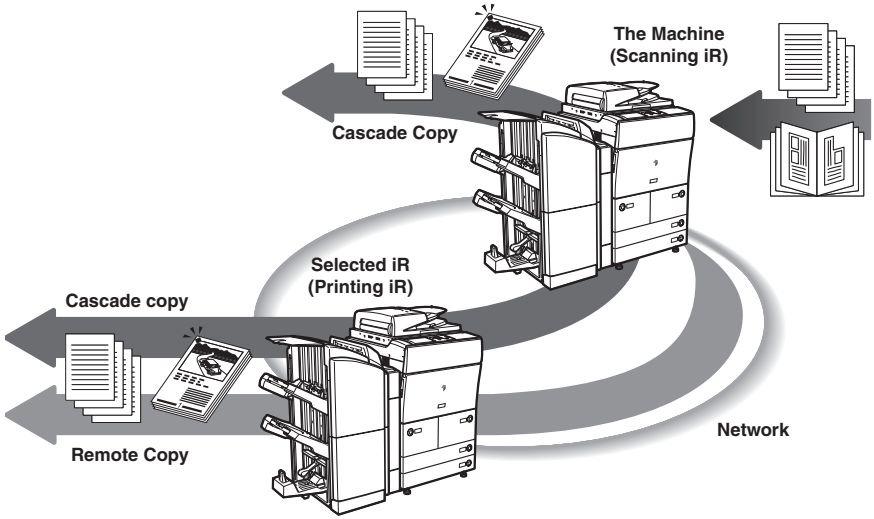
12 If Department ID Management is set, press ⓘⓓ.

NOTE

For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the Reference Guide.

Selecting an Output Device (Select Output Device)

If a remote copy printer (iR6570/iR5570) is connected to a network, this machine and a remote copy printer can be used for copying. For example, the original scanned by this machine can be printed by the remote copy printer independently (remote copying) or simultaneously (cascade copying).



You can select the copy settings before selecting an output device, or select the output device before selecting the copy settings.

■ Making the copy settings before selecting an output device:

If you set the copy mode before selecting a printing destination, only the remote copy printer supporting the selected copy mode can be selected as the printing destination.

■ Selecting the output device before selecting the copy settings:

To select a printing destination before setting a copy mode, only the copy mode supported by the selected remote copy printer can be chosen.

IMPORTANT

- *The Remote or Cascade Copy mode cannot be used with the Rotate Collate, Rotate Group, Saddle Stitch, Shift (No. Key Entry), Divided Booklet, Transparency Interleaving, Mirror Image, Scan Image Check, Interrupt Copy, or Sample Set modes.*
- *If you use Cover/Sheet Insertion with the remote or cascade copy mode, Auto Orientation is not performed.*
- *The Remote Copy mode cannot be used with the Form Composition mode.*
- *If you use the Form Composition mode with the Cascade Copy mode, it is necessary to assign the same name to the stored image form in both this machine and the remote copy printer beforehand. If the assigned image form name in this machine is not set in the remote copy printer, the job is cancelled. If multiple image forms with the same assigned name are stored in the remote copy printer, different image may be used for Form Composition.*
- *If you power the remote copy printer back ON, you need to refresh the settings of the remote copy printer from the Additional Functions screen. (See "Confirming a Remote Device," on p. 8-21.)*
- *If you connect the machine directly to other remote copy printers by crossover patch cord, you need to configure the Ethernet driver as shown below. (See Chapter 2, "Settings Common to the Network Protocols," in the Network Guide.)*
  - *Auto Detect: Off*
  - *Communication Mode: Full Duplex*
  - *Ethernet Type: 100 Base-TX*

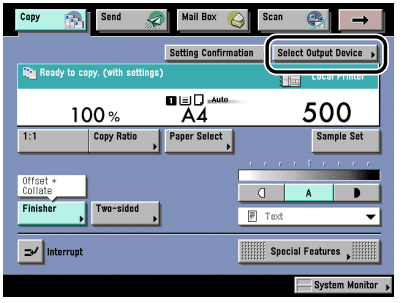
NOTE

- *In order for a device to be selected as a remote output device used for remote copying, it must be stored in the Register Remote Device in the Copy Settings (from the Additional Functions screen). (See "Specifying the Remote Copy Printer Settings," on p. 8-19.)*
- *For cascade copying, the Paper Select screen of this machine is displayed. Select the paper drawer on the machine that is loaded with the same paper size as the remote copy printers.*
- *To copy the original on this machine and another remote copy printer on the network at the same time (cascade copying), the number of copies set for this machine and the number of copies set for the remote copy printer are split in half and printed. If an odd number of copies is set, the machine you are copying from will print one additional copy.*
- *If you select a remote copy printer before performing cascade copying, you cannot select copy settings that are not supported by the remote copy printer. Also, if the finishers attached to this machine and the remote copy printer are different, the finisher settings can only be set to Collate and Group modes.*
- *When one remote copy or one cascade copy job is in progress, it is not possible to schedule another remote copy or cascade copy job.*
- *For the selected remote copy printer, set the same Department ID and password as this machine. (See Chapter 6, "System Manager Settings," in the Reference Guide.)*
- *When one remote copy or one cascade copy job is in progress, if an error occurs in the remote copy printer, an error message is displayed on the Job/Print monitor area of the touch panel display of this machine and the remote copy printer.*

Selecting a Printing Destination; Giving Priority to the Copy Mode

Use this procedure for selecting copy settings before selecting a remote copying device. You can select only a remote copy printer that supports the selected copy settings.

1 Place your originals → set the desired copy modes → press [Select Output Device].

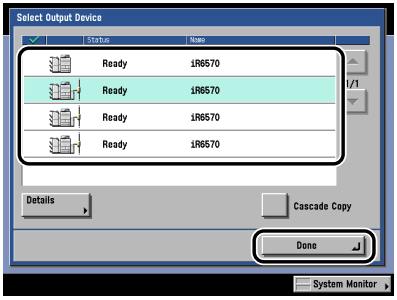


This machine and the registered remote copy printers are displayed.

NOTE

This machine appears at the top of the output device select list.

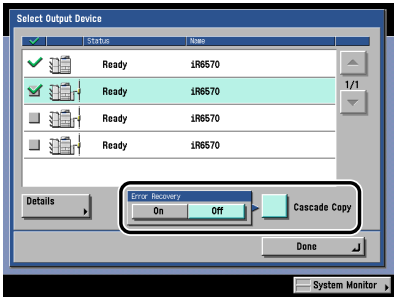
2 Select the output device → press [Done].



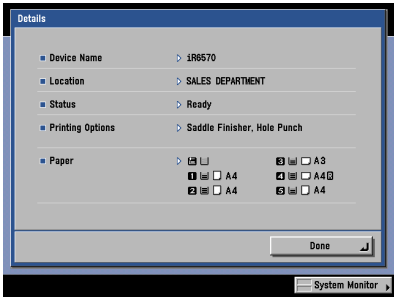
To use the machine for Cascade Copying, press [Cascade Copy] and select whether to execute Error Recovery.

[On]: Assigns the remaining copy job to the normally-operating printer if an error occurs in either this machine or the remote copy printer.

[Off]: Does not assign the remaining copy job to the normally-operating printer if an error occurs in either this machine or the remote copy printer.



If you press [Details], the detailed information for the selected printing destination is displayed.



The display returns to the Regular Copy Basic Features screen.

IMPORTANT

Error Recovery activates only if the Finisher mode is set.

NOTE

- *You must choose a remote copy printer that supports the selected copy settings. The printers that do not support the chosen settings are shown, but are grayed out. And, even if the remote copy printer supports the Copy mode, if you select settings other than Collate and Group, you can select only a remote copy printer equipped with the same finisher as the original copy machine.*
- *If Error Recovery for Cascade Copy is set to 'On', the remaining copy job is not processed in the following cases:*
  - *The machine is scanning originals for the Cascade Copy mode.*
  - *The Cascade Copy mode is used in combination with the Cover/Sheet Insertion mode.*
  - *The Cascade Copy mode is used in combination with the Different Size Originals, Auto Paper Selection, and Two-Sided modes.*
  - *The normally-operating printer has completed the cascade copy job.*
  - *An error occurs in the normally-operating printer.*
  - *The cascade copy job has almost finished.*
  - *The number of copies is less than six.*
  - *The Cascade Copy mode is used in combination with the Page Numbering/Copy Set Numbering mode.*
- *If Error Recovery for Cascade Copy is set to 'On', a machine in which an error occurs cannot resume the remaining copy job even after the error has been resolved, if the copy job has already been reassigned.*
- *It is impossible to choose two different machines other than your own for cascade copying. You must include your own machine as one of the output devices.*

3 Press ◎.

Copying starts.

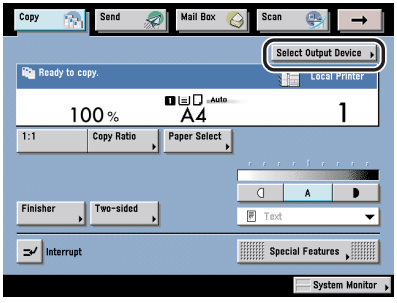
NOTE

For instructions on how to cancel a remote copy or cascade copy job, see Chapter 5, "Checking Job and Device Status," in the Reference Guide.

Selecting a Printing Destination; Giving Priority to the Output Device

Use this procedure to select an output device for remote copying, before you select the copy settings. The available copy settings will include only those settings supported by the machines you have selected.

1 Place your originals → press [Select Output Device].

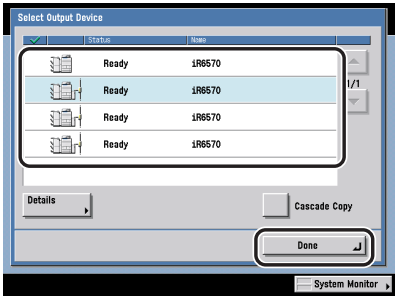


This machine and the registered remote copy printers are displayed.

NOTE

This machine appears at the top of the output device select list.

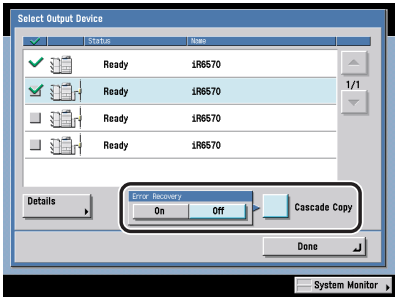
2 Select the output device → press [Done].



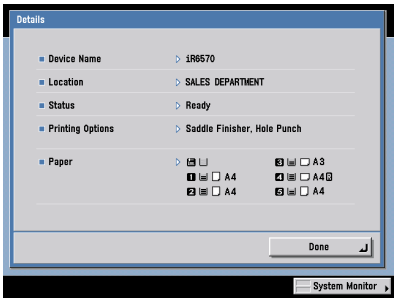
To use the machine for Cascade Copying, press [Cascade Copy] to select whether to execute Error Recovery.

[On]: Assigns the remaining copy job to the normally-operating printer if an error occurs in either this machine or the remote copy printer.

[Off]: Does not assign the remaining copy job to the normally-operating printer if an error occurs in either this machine or the remote copy printer.



If you press [Details], the detailed information for the selected printing destination is displayed.



The display returns to the Regular Copy Basic Features screen.

IMPORTANT

Error Recovery activates only if the Finisher mode is set.

NOTE

- *It is impossible to choose two different machines other than your own for cascade copying. You must include your own machine as one of the output devices.*
- *If Error Recovery for Cascade Copy is set to 'On', the remaining copy job is not processed in the following cases:*
  - *The machine is scanning originals for the Cascade Copy mode.*
  - *The Cascade Copy mode is used in combination with the Cover/Sheet Insertion mode.*
  - *The Cascade Copy mode is used in combination with the Different Size Originals, Auto Paper Selection, and Two-Sided modes.*
  - *The normally-operating printer has completed the cascade copy job.*
  - *An error occurs in the normally-operating printer.*
  - *The cascade copy job has almost finished.*
  - *The number of copies is less than six.*
  - *The Cascade Copy mode is used in combination with the Page Numbering/Copy Set Numbering mode.*
- *If Error Recovery for Cascade Copy is set to 'On', a machine in which an error occurs cannot resume the remaining copy job even after the error has been resolved, if the copy job has already been reassigned.*

3 From the Regular Copy Basic Features screen, set the desired coy modes.

NOTE

- *When you use a remote copy printer, only those copy settings supported by the selected remote copy printer are available.*
- *When cascade copying, you cannot select copy settings that are not supported by the selected remote copy printer. Also, if you select a remote copy printer equipped with a different finisher, you cannot select settings other than Collate and Group, even if the remote copy printer supports the specified Copy mode.*

4 Press ◎.

Copying starts.

NOTE

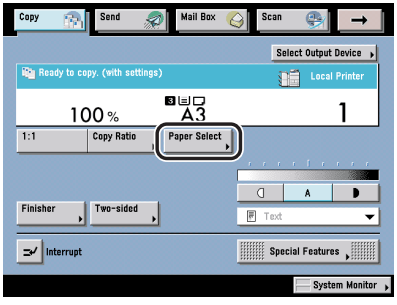
For instructions on how to cancel a remote copy or cascade copy job, see Chapter 5, "Checking Job and Device Status," in the Reference Guide.

Paper Selection

NOTE

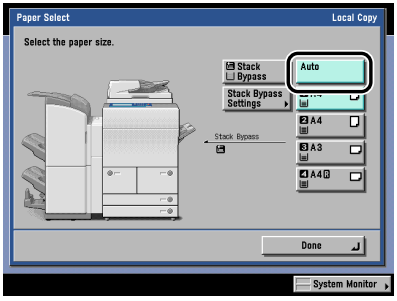
- *If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. For more information on how much may be cut off, look under the margin areas in the Specifications table in Chapter 9, "Appendix," in the Reference Guide.*
- *If you select the Entire Image mode, the copied image is automatically reduced slightly based on the copy paper size and the image size. As a result, the entire original image is reproduced on the copy without being cut off. (See "Entire Image," on p. 3-17.)*
- *If you select [Tracing Paper], [Transparency], or [Labels] make sure that you do not specify any Finisher modes (Collate, Group, or Staple).*
- *If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *For instructions on loading paper into the stack bypass, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *The default setting is 'Auto'.*

1 Place your originals → press [Paper Select].



● **To set the machine to automatically select the copy paper size:**

❑ Press [Auto].



IMPORTANT

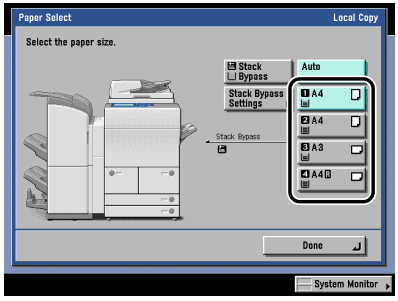
- *The Automatic Paper Selection mode cannot be used with the Auto Zoom, XY Zoom (Auto XY Zoom), Saddle Stitch, Image Combination, Booklet, Image Repeat (Auto), or Tab Paper Creation mode.*
- *If the Different Size Originals mode is specified in combination with the Shift mode or the Cover/Sheet Insertion (Front Cover, Back Cover, Sheet Insertion, or Chapter Page) mode, you cannot use the Automatic Paper Selection mode.*
- *You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.*
  - *Nonstandard size originals*
  - *Highly transparent originals, such as transparencies*
  - *Originals with an extremely dark background*
  - *A6R, and smaller originals*

NOTE

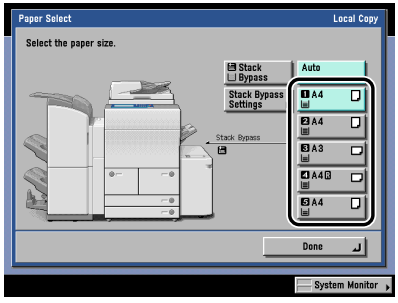
If Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to 'Off' for a particular paper source, you cannot make copies on paper loaded in that paper source in the Automatic Paper Selection mode. (See Chapter 4, "Customizing Settings," in the Reference Guide.)

● **To manually select the copy paper size and type:**

❑ Select the desired paper size.



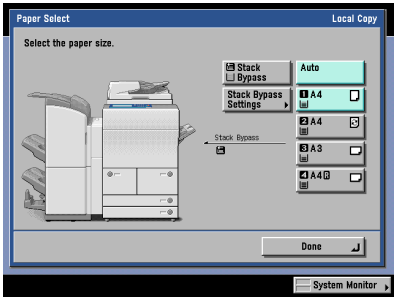
If the optional Saddle Finisher-T2, and Puncher Unit-L1 are attached



If the optional Saddle Finisher-T2, Puncher Unit-L1, and Paper Deck-V1 are attached

NOTE

- *The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the paper drawers.*
- *Icons indicating the type of paper loaded in each paper drawer can be displayed on paper selection screens, if you store that information into the machine beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *indicates that the paper is loaded vertically, and indicates that the paper is loaded horizontally. The suffix <R> (such as in A4R) used in paper size designations indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.*

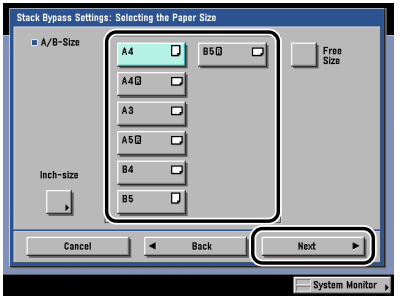


● **To copy on standard size paper loaded in the stack bypass:**

❑ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

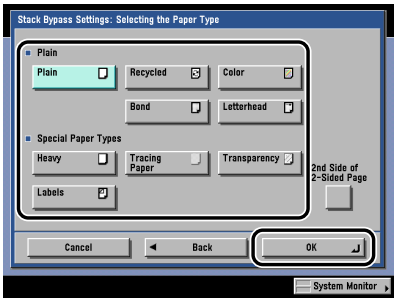
❑ Select the desired paper size → press [Next].



NOTE

To select an inch paper size, press [Inch-size].

❑ Select the desired paper type → press [OK].



If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

NOTE

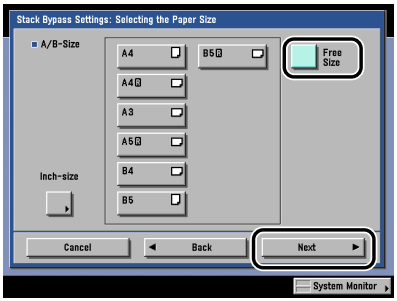
- *[Transparency] can be selected only if [A4] or [A4R] is selected as the paper size.*
- *For more information on paper types, see Chapter 2, "Basic Operations," in the Reference Guide.*

● **To copy on nonstandard size paper loaded in the stack bypass:**

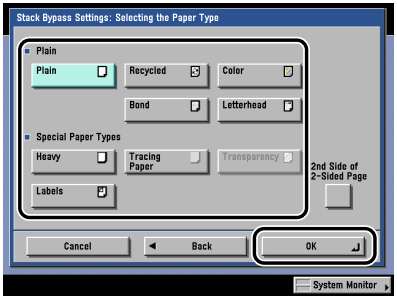
❑ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

❑ Press [Free Size] → [Next].



❑ Select the desired paper type → press [OK].



If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

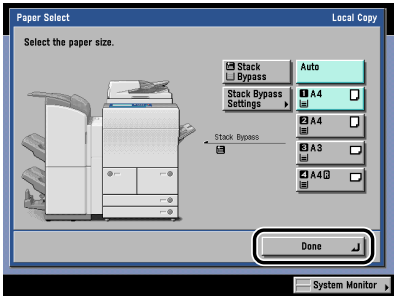
IMPORTANT

- *When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.*
- *If you select a nonstandard size paper, Auto Zoom, Entire Image, Finisher mode, 1 ▸2-Sided, 2 ▸2-Sided, Book ▸2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Shift, Transparency Interleaving, Image Repeat, Form Composition, Page/Copy Set Numbering, Watermark/Print Date, or Tab Paper Creation mode cannot be specified.*

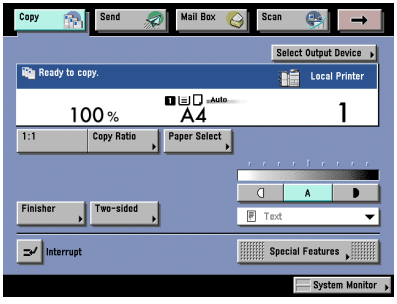
NOTE

For more information on paper types, see Chapter 2 "Basic Operations," in the Reference Guide.

2 Press [Done].



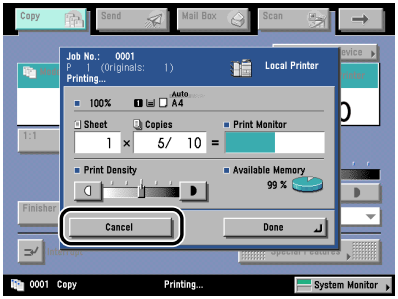
The display returns to the Regular Copy Basic Features screen, and the selected paper size and type are displayed.



Cancelling a Copy Job

Using the Touch Panel Display

1 **Press [Cancel] on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.**



The copy job is cancelled.

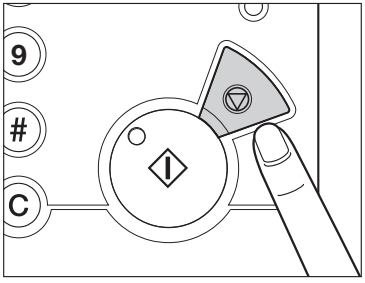
NOTE

If you cancel a copy job during scanning, be sure to remove the original for that job.

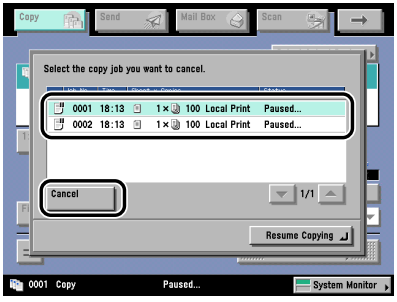
Using the Stop Key

1 Press .

When cancelling a job that which is being printed, press [Cancel] on the pop-up screen that appears during printing.



2 Select the copy job that you want to cancel → press [Cancel].



You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

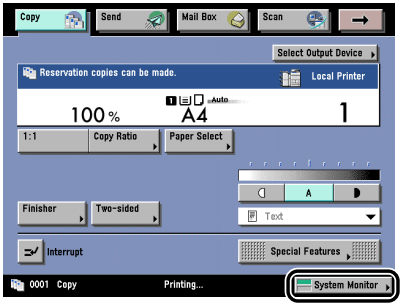
The copy job is cancelled.

3 Press [Resume Copying].

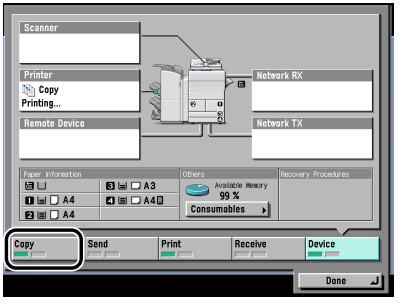
Copying resumes.

Using the System Monitor Screen

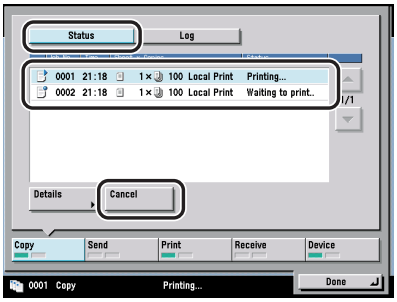
1 Press [System Monitor].



2 Press [Copy].



3 Press [Status] → select the copy job that you want to cancel → press [Cancel].



You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

4 Press [Yes].

If you do not want to cancel the job, press [No].

The copy job is cancelled.

NOTE

The cancelled job is displayed as <NG> (No Good) on the Log screen.

5 Press [Done].

The display returns to the Regular Copy Basic Features screen.

Reserved Copying

You can set the machine to scan originals even while it is printing or waiting to process a job.

NOTE

- *You can reserve up to five copy jobs, including the current job. The remote copy and interrupt copy jobs are not included in this count.*
- *You can set different copy modes and paper sources, including the stack bypass, for each reserved job. (See "Using the Stack Bypass," on p. 1-42.)*

Reserving Copy Jobs

Reserved printing can be specified in the following cases:

■ While the Machine Is Waiting

You can specify copy settings or scan originals while the machine is in the waiting state, such as when the power is just turned ON, or after a paper jam is cleared. Copying automatically begins when the machine is ready. The message <Reservation copies can be made.> appears on the machine when it is able to process reserved copying.

NOTE

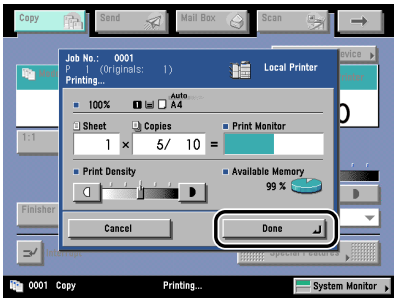
You can specify reserved copying while the machine is in the waiting state in the following cases:

- *Between the time that the machine is turned ON and when it is ready to copy*
- *After a paper jam is cleared*
- *After a cover on the main unit or an optional unit, such as a finisher, is opened and closed*

■ While the Machine Is Printing

You can specify copy settings for a new job while the machine is printing. Copying of the new job automatically begins when the current job is complete.

1 Press [Done] on the pop-up screen that appears while the machine is printing.



If the job displayed on the touch panel display is from a function other than the Copy function, press [Done] → [Copy] to display the Regular Copy Basic Features screen.

This part of the procedure is not necessary if the machine is in the waiting state.

2 Place your originals → set the desired copy modes and paper source.

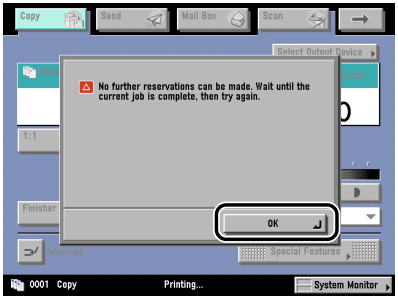
NOTE

To cancel a previously set copy mode, press ◎.

3 Press ◎.

If you specify a reserved copy job while the machine is in the waiting state, copying automatically begins when the machine is ready.

If you specify a reserved copy job while the machine is printing, copying of the new job automatically begins when the current job is complete. If the following screen is displayed, press [OK] → try reserving the job again after the current job is complete.



Scanning starts.

Using the Stack Bypass

You can perform reserved copying from the stack bypass by specifying in advance the paper to be loaded for the next job. However, this is possible only if paper is being fed from the stack bypass for the current job.

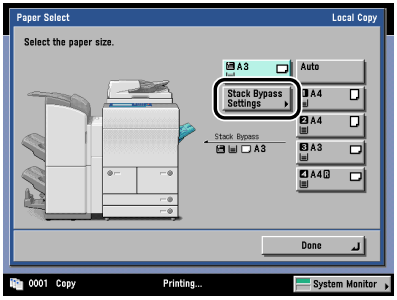
The following example assumes that A3 plain paper is being fed from the stack bypass for the current job, and that you are selecting A4 plain paper to be fed from the stack bypass for a reserved job.

NOTE

If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', reserved copying can be performed only for the registered paper size and type. (See Chapter 4, "Customizing Settings," in the Reference Guide.)

1 Place your originals → set the desired copy modes.

2 Press [Paper Select] → [Stack Bypass Settings].



Normally, when reserved copying is not being set, the Stack Bypass Settings screen is automatically displayed when paper is loaded into the stack bypass.

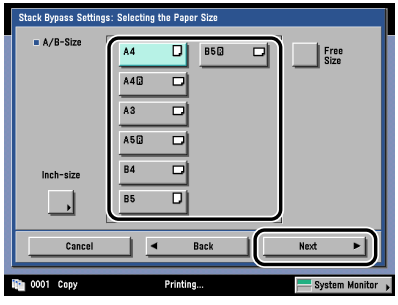
3 Select the desired paper size.

NOTE

- *If you select [Tracing Paper], [Transparency], or [Labels], make sure that you do not specify any Finisher modes (Collate, Group, or Staple).*
- *If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*

● **If you want to select a standard paper size:**

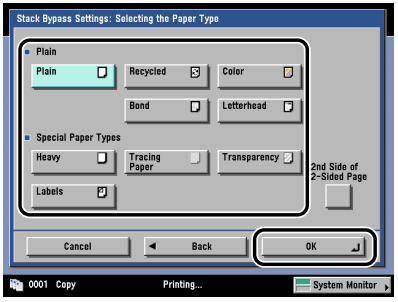
❑ Select the desired paper size → press [Next].



NOTE

To select an inch paper size, press [Inch-size].

❑ Select the desired paper type → press [OK].



If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

IMPORTANT

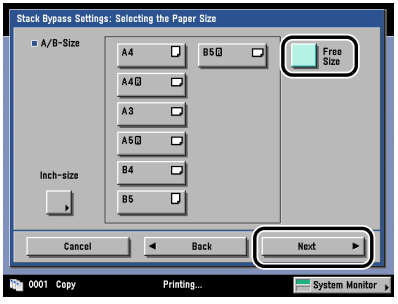
When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

NOTE

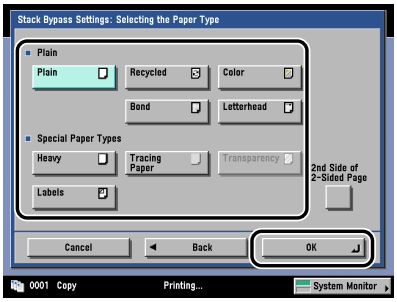
- *[Transparency] can be selected only if [A4] or [A4R] is selected as the paper size.*
- *For more information on the paper types, see Chapter 2, "Basic Operations," in the Reference Guide.*

● **If you want to select a nonstandard paper size:**

❑ Press [Free Size] → [Next].



❑ Select the desired paper type → press [OK].



If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

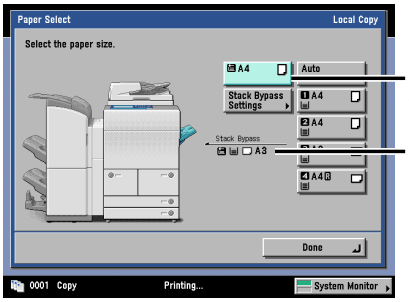
IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

NOTE

For more information on the paper types, see Chapter 2, "Basic Operations," in the Reference Guide.

The paper size/type currently loaded and the paper size/type reserved to be loaded are displayed, as shown on the screen below.



The last paper size/type specified for the reseved copy job

The paper size/type currently loaded

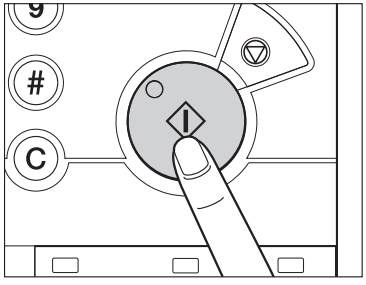
NOTE

If there is more than one reserved job waiting to print, only the last paper size/type specified for the reserved copy job is shown on the Paper Select screen and Regular Copy Basic Features screen.

4 Press [Done].

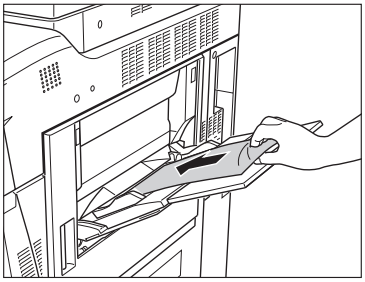
This completes the settings for a reserved copy job using the stack bypass. The subsequent steps show you how to load paper into the stack bypass and complete the scanning and printing process of the reserved job.

5 Press ◇.



Scanning starts.

6 When it is time for the reserved copy job to be printed, lift the paper retaining lever, load the specified paper into the stack bypass, then lower the paper retaining lever.

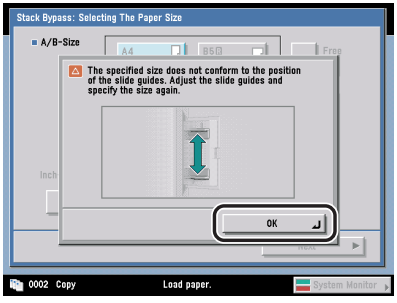


NOTE

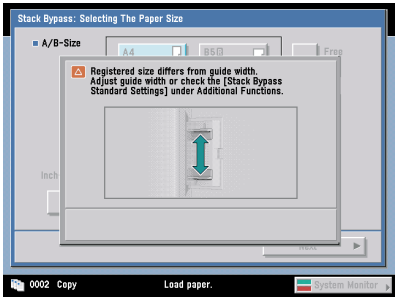
- *The specified paper size/type is displayed on the screen when it is time for the reserved copy job to be printed.*
- *Make sure to load the same paper size and type selected in step 3 into the stack bypass. Printing does not start if paper of a different size or type is loaded.*

7 Select the desired paper size.

If the following screen is displayed, adjust the width of the slide guides → specify the paper size → press [OK].



If the following screen is displayed, adjust the width of the slide guides to match the paper size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

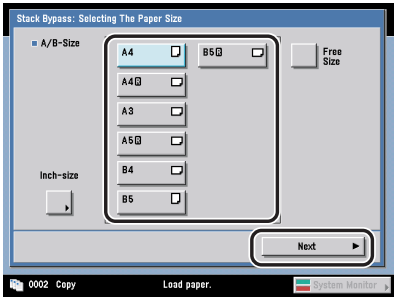

Stack Bypass: Selecting The Paper Size
A/B-Size
Registered size differs from guide width.
Adjust guide width or check the [Stack Bypass
Standard Settings] under Additional Functions.
0002 Copy
Load paper.

IMPORTANT

Set the paper size to the same size as the paper loaded in the stack bypass.

- **If you want to select a standard paper size:**

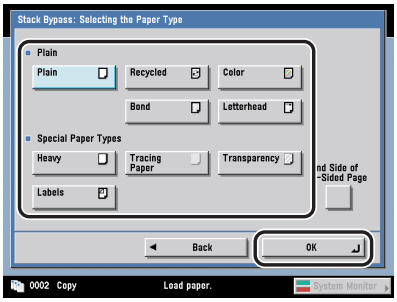
  ❑ Select the desired paper size → press [Next].



NOTE

To select an inch paper size, press [Inch-size].

❑ Select the desired paper type → press [OK].



If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

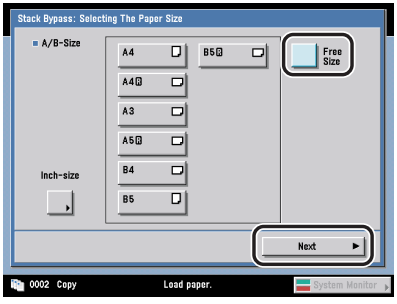
The selected mode is set and printing starts.

IMPORTANT

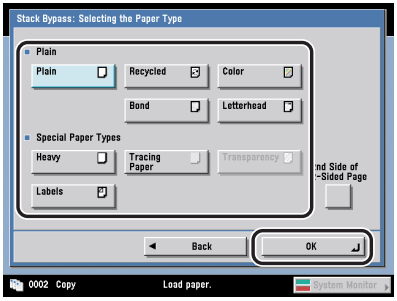
When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

● **If you want to select a nonstandard paper size:**

❑ Press [Free Size]→ [Next].



❑ Select the desired paper type→ press [OK].



If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

The selected mode is set and printing starts.

IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

Interrupt Mode

This mode enables you to interrupt the current job or a reserved job to make priority copies. This mode is useful if you need to make a rush copy during a long copy job.

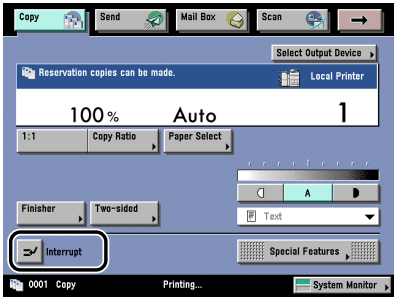
IMPORTANT

If you select interrupt mode, you cannot use the Remote Copy or Cascade Copy mode.

NOTE

You can make interrupt copies whenever the machine is ready to scan.

1 Press [Interrupt].



If you want to make copies after changing the Department ID while Department ID Management is enabled, press ID → enter the Department ID and password using 0 - 9 (numeric keys). (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)

NOTE

The current job does not stop printing immediately after you press [Interrupt]. Printing of the current job stops only when the actual printing of the priority or interrupt copy starts.

2 Place your originals → set the desired copy modes.

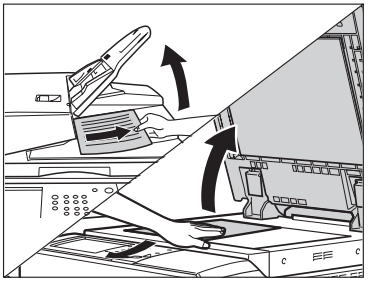
NOTE

- *To cancel the Interrupt mode, press [Interrupt].*
- *To cancel previously set copy modes, press ◇. (The Interrupt mode itself is not cancelled.)*

3 Press ◇.

When the interrupt copy job starts, [Interrupt] is grayed out.

4 Once the originals are scanned, remove them from the machine.



When the interrupt copy job is complete, the interrupted job resumes.

IMPORTANT

If you want to continue making interrupt copies, wait until the current interrupt copy job is complete (end of printing). Then, repeat steps 2 to 4.

Sample Set

This mode enables you to check the copy result before making multiple copies.

IMPORTANT

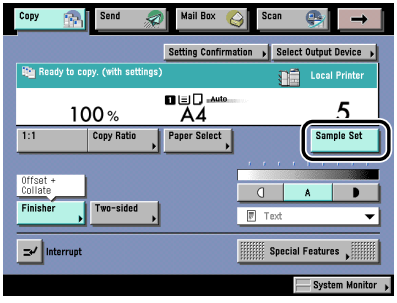
- *[Sample Set] appears only if you set to make multiple copies of your original in the Collate, Offset Collate, Rotate Collate, Staple, Cover/Sheet Insertion, Booklet, or Transparency Interleaving modes. [Sample Set] does not appear if the Group mode is set.*
- *The Sample Set cannot be used with the Remote Copy or Cascade Copy mode.*

NOTE

The machine's counter counts the sample print as a print.

1 **Place your originals → set the desired copy modes.**

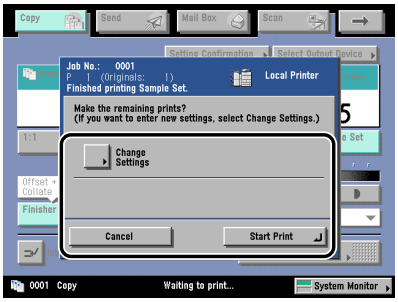
2 **Press [Sample Set] → ◇.**



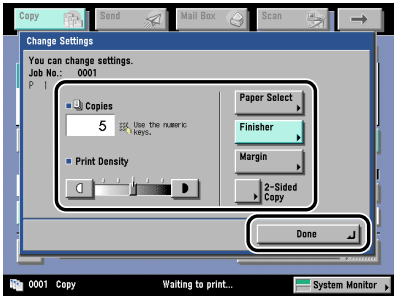
If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◇ once for each original. When scanning is complete, press [Done].

Copying starts and one sample set is output.

3 Check the sample set → select [Start Print], [Cancel], or [Change Settings].



- **To print the remaining prints:**
  - ❑ Press [Start Print].
- **To cancel copying:**
  - ❑ Press [Cancel].
- **To change the copy settings:**
  - ❑ Press [Change Settings] → change the necessary settings → press [Done].



To change the exposure, press [◐] or [◑].

To change the paper size, press [Paper Select].

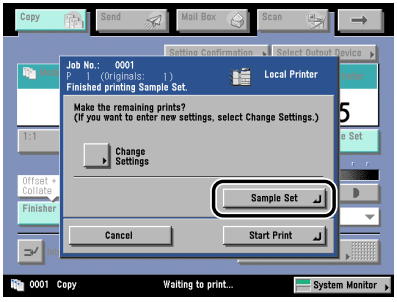
To collate the copies, press [Finisher]. (See "Collating Copies/Prints," on p. 3-30.)

To make two-sided copies, press [2-Sided Copy].

To set a margin for binding, press [Margin]. (See "Margin Mode," on p. 4-51.)

If you print one sample set and then change the setting, pressing [Sample Set] prints the first set with the new setting.

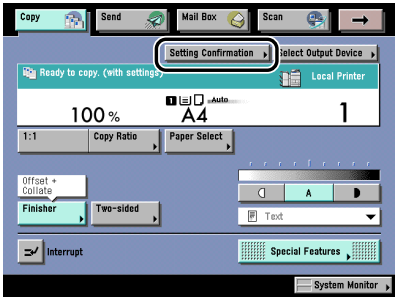
If you want to check the changes that you have made, press [Sample Set] → repeat step 3.



Confirming/Changing/Cancelling Selected Settings

You can use the Setting Confirmation screen to confirm, change, or cancel selected copy modes.

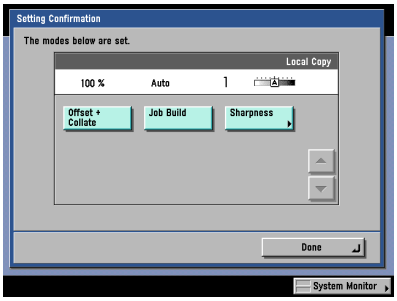
1 Press [Setting Confirmation].



The Setting Confirmation screen is displayed, showing the selected copy mode settings.

2 Check the settings.

If the desired modes are set, skip to step 4. Otherwise, press the key of the copy mode to be changed or cancelled.



If 10 or more copy modes are set, press [▼] to display the next screen. To return to the previous screen, press [▲].

The settings screen for the selected copy mode is displayed.

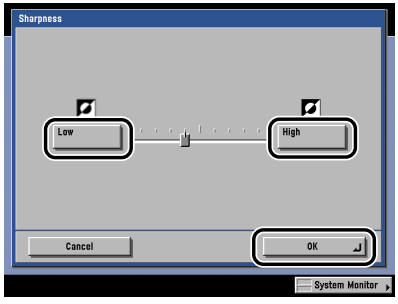
NOTE

A right triangle (▸) on a copy mode setting key indicates that more setting screens are available by pressing the key.

3 Change or cancel the selected copy mode (for example, Sharpness).

● **To change a copy mode:**

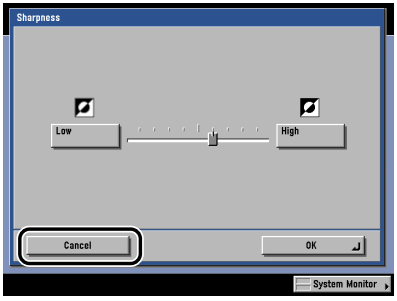
❑ Perform the same steps used for setting the mode. Change the setting as you desire → press [OK].



The display returns to the Setting Confirmation screen.

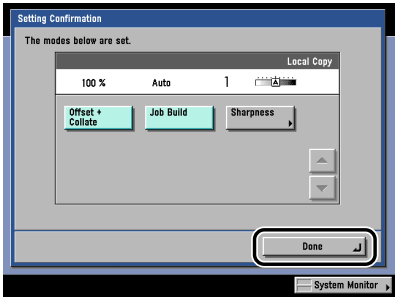
● **To cancel a copy mode:**

❑ Press [Cancel].



The display returns to the Setting Confirmation screen.

4 Press [Done].



The display returns to the Regular Copy Basic Features screen.

Introduction to the Mail Box Functions

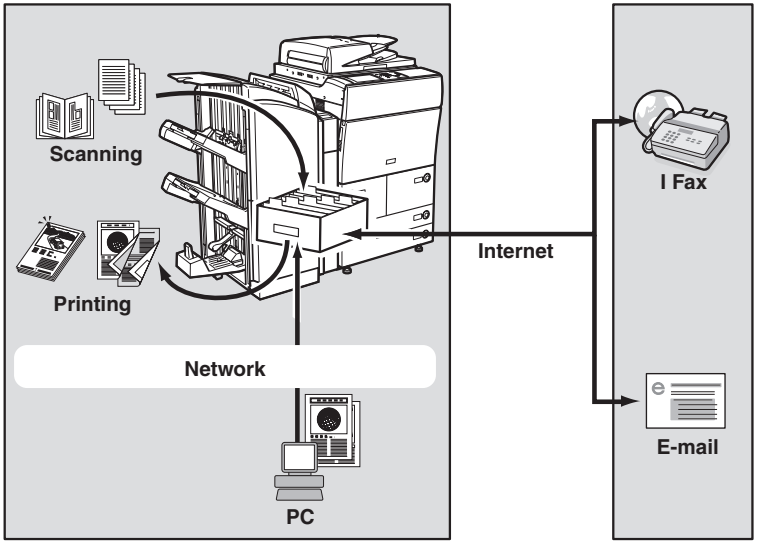
2
CHAPTER

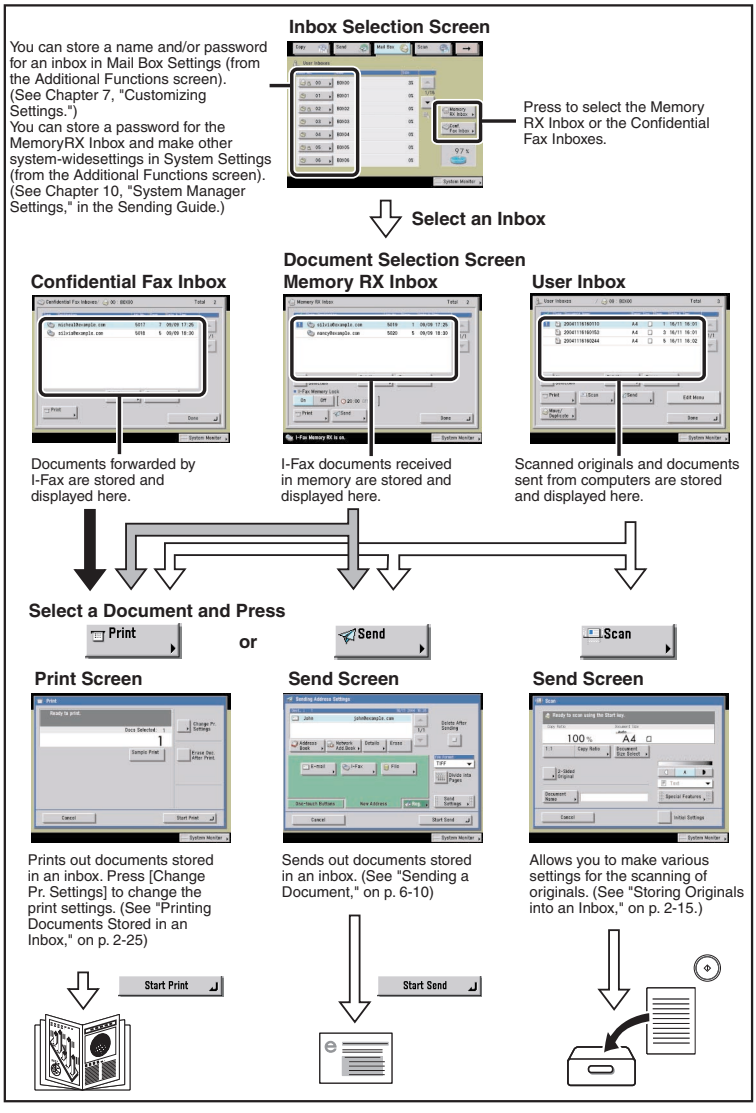
This chapter is an introduction to the Mail Box functions.

Various Mail Box Functions 2-2
Flow of Mail Box Operations 2-13
Storing Originals into an Inbox 2-13
Printing Documents Stored in an Inbox 2-23
Paper Selection 2-31
Cancelling a Job 2-38
While Scanning 2-38
While Printing 2-39
Reserving Jobs 2-42
Storing Originals While Printing 2-42
Reserving Print Jobs 2-44
Sample Print 2-55
Storing Print Settings 2-59
Arranging Documents Stored in an Inbox 2-61
Changing the Name of a Document 2-61
Checking a Document's Detailed Information 2-63
Erasing a Document 2-64
Moving/Duplicating a Document 2-65
Editing/Checking the Contents of a Document 2-68

Various Mail Box Functions

If you press [Mail Box], the Inbox Selection screen appears. The Mail Box function enables you to store the image data which is scanned by this machine, and the data sent from a personal computer, as if storing documents in binders. The documents (data) stored in an inbox can be kept confidential by setting a password, and printed at any time with your desired print setting. Also, if you select the Merge Documents mode, you can print multiple documents as one document.



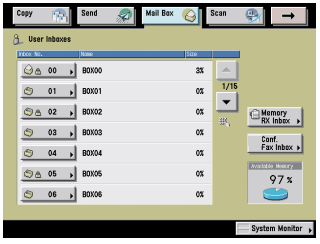

Inbox Selection Screen
You can store a name and/or password for an inbox in Mail Box Settings (from the Additional Functions screen). (See Chapter 7, "Customizing Settings.")
You can store a password for the MemoryRX Inbox and make other system-widesettings in System Settings (from the Additional Functions screen). (See Chapter 10, "System Manager Settings," in the Sending Guide.)
Press to select the Memory RX Inbox or the Confidential Fax Inboxes.
Select an Inbox
Document Selection Screen
Confidential Fax Inbox
Memory RX Inbox
User Inbox
Documents forwarded by I-Fax are stored and displayed here.
I-Fax documents received in memory are stored and displayed here.
Scanned originals and documents sent from computers are stored and displayed here.
Select a Document and Press
Print
or
Send
Scan
Print Screen
Send Screen
Send Screen
Prints out documents stored in an inbox. Press [Change Pr. Settings] to change the print settings. (See "Printing Documents Stored in an Inbox," on p. 2-25)
Sends out documents stored in an inbox. (See "Sending a Document," on p. 6-10)
Allows you to make various settings for the scanning of originals. (See "Storing Originals into an Inbox," on p. 2-15.)
Start Print
Start Send

IMPORTANT

- *You can use the Memory RX Inbox and Confidential Fax Inboxes storing I-fax documents only if the Universal Send Kit is activated.*
- *No more documents can be stored in inboxes if any of the following is true: (The numbers below may vary depending on the remaining capacity of the hard disk.)*
  - *When 2,000 documents have been stored in the selected inbox.*
  - *When a total of 2,000 documents have been stored in all of the inboxes.*
  - *When a total of about 8,000 pages of documents have been stored in all of the inboxes.*

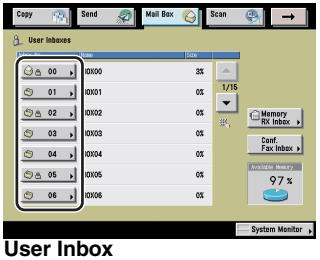
NOTE

It is recommended that you delete unnecessary documents or image data from your inbox to make space for storing new documents.



Inbox Selection Screen

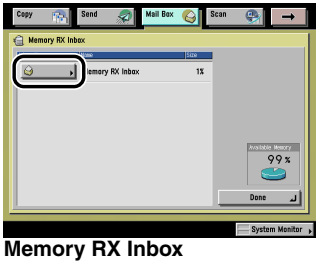
The screen on the left, which appears when you select [Mail Box], is called the Inbox Selection screen.
There are three types of inboxes: User Inboxes, the Memory RX Inbox, and Confidential Fax Inboxes. An Inbox Selection screen is available for each type of inbox.
Inbox numbers, names, and available memory are displayed for each inbox. In addition, an icon appears on the key of each inbox to indicate its status.
is the icon for an empty inbox.
is the icon for an inbox with documents.
is the icon for an inbox that is set with a password.



User Inbox

User Inbox

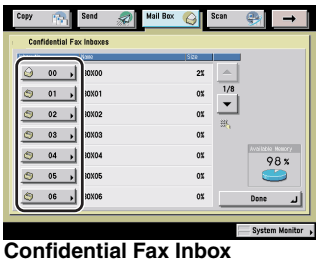
Scanned documents and documents sent from computers are stored in User Inbox. The stored documents (data) can be printed at anytime with your desired settings. For example, you can merge the scanned documents and the documents sent from computer, then print and staple them together. They can also be sent to computers or by I-Fax at anytime using the desired settings.



Memory RX Inbox

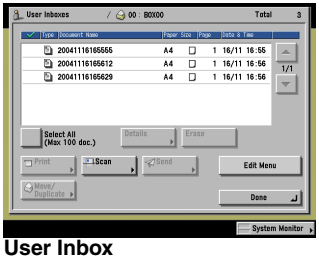
Memory RX Inbox

Received I-Fax documents in the memory of iR6570/iR5570 are stored in Memory RX Inbox. The stored documents can be printed or sent to computers at anytime using the desired settings.



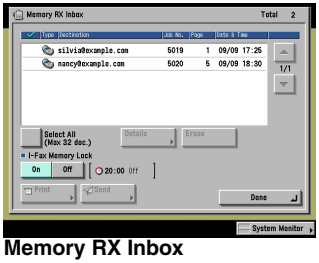
Confidential Fax Inbox

Confidential Fax Inbox
If a document received through I-Fax matches the specified forwarding conditions, it is stored in a Confidential Fax Inbox. The stored documents can be printed at anytime using the desired settings.



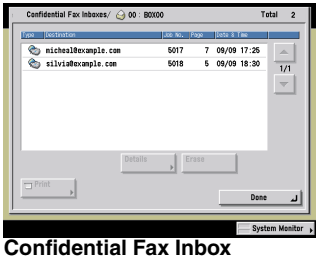
User Inbox

Document Selection Screen
The screen on the left, which appears after you select the desired inbox, is called the Document Selection screen.
If a password is set, the Document Selection screen appears after you enter the password.
The screen that appears varies, depending on the type of inbox selected.
Each document is displayed with an icon next to if which indicates its type.



Memory RX Inbox

- Document scanned and saved from the Scan screen. Document saved from the Send screen when the Universal Send Kit is activated.
- Document sent from a computer. Document changed the print settings in the Change Print Setting screen.
- Forwarded I-fax document or I-fax document saved in memory.



Confidential Fax Inbox

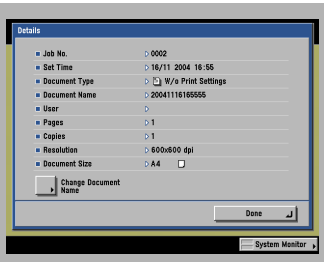
Select All (Max 100 doc.) → See p. 2-23

Press to select all of the documents in an inbox. If a document is selected, this key changes to [Clear Selection].

Details

→ See p. 2-63

Press to check the details of a document stored in an inbox.



Erase

→ See p. 2-64

Press to erase a document stored in an inbox.

Print

→ See p. 2-23

Press to print the selected document.

Scan

→ See p. 2-13

Press to scan an original and store it in the selected inbox.

Send

→ See p. 6-11

Press to send a document stored in the User Inbox or the Memory RX Inbox.

Move/ Duplicate

→ See p. 2-65

Press to shift documents among User Inboxes or duplicate documents to other User Inboxes.

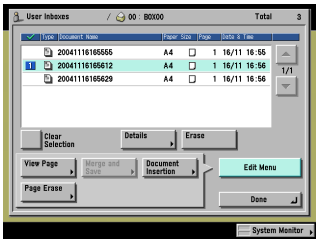
Edit Menu

→ See p. 2-68

Press to edit or check a document in a User Inbox.

→ See p. 6-4

Press to turn the I-Fax Memory Lock mode 'On' or 'Off' for the Memory RX Inbox in order to receive I-faxes in memory.



Document Editing Screen
When you press [Edit Menu] on the Document Selection screen, the screen on the left appears, which is called the Document Editing screen.
Use this screen to edit a document in a User Inbox.

View Page → See p. 2-68

Press to view the contents of the selected document.

Merge and Save → See p. 2-70

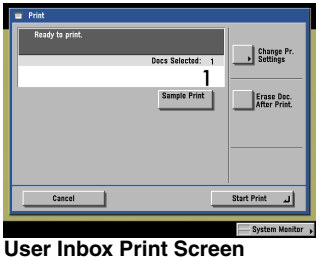
Press to combine multiple documents to create a new document.

Document Insertion → See p. 2-72

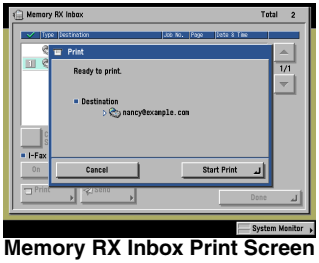
Press to insert a document before a certain page in another document, to create a new document.

Page Erase → See p. 2-75

Press to erase certain pages from a document.

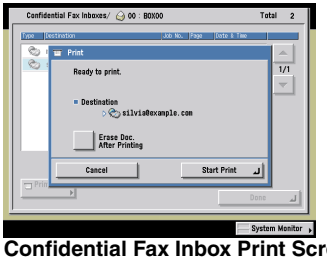


User Inbox Print Screen



Memory RX Inbox Print Screen

Print Screen
The screen on the left, which appears when you select a document and press [Print] on a Document Selection screen, is called the Print screen.
Display this screen when you want to print documents that are stored in an inbox.
The screen that appears varies, depending on the type of inbox selected.



Confidential Fax Inbox Print Screen

Change Pr. Settings → See p. 2-23

Press to change the print settings.

Erase Doc. After Print. → See p. 2-23

Press to have a document automatically deleted after it is printed.

Sample Print → See p. 2-55

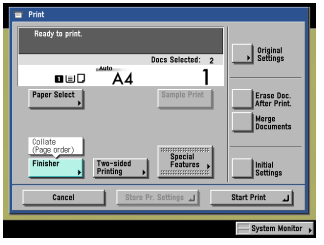
Press to print a sample of the document to check the print result or the contents of the document.

Change The Copies → See p. 2-23

Press to set the number of prints when multiple documents are selected. This key is displayed only when multiple documents are selected.

Start Print → See p. 2-23

Press to start printing.



Change Print Settings Screen
The screen on the left, which appears when you press [Change Pr. Settings] on the Print screen of a User Inbox, is called the Change Print Settings screen.
Display this screen when you want to change the print settings for a document.

Paper Select → See p. 2-31

Press to select the paper size/type and the paper source.

Finisher → See p. 3-30

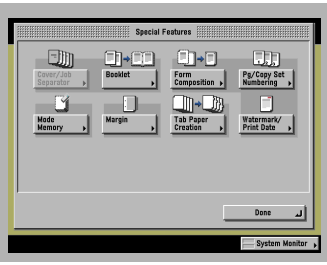
Press to select or cancel the Collate, Group, or Staple mode.

Two-sided Printing → See p. 3-52

Press to make two-sided prints.

Special Features → See Chapters 4 through 5

Press to select and use the Special Features modes available for printing.



Store Pr. Settings → See p. 2-59

Press to store the print settings for documents.

Original Settings

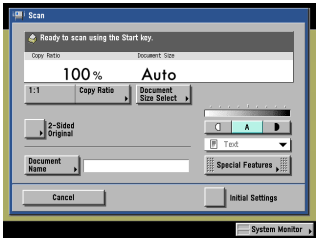
Press to cancel the settings that you have changed, and restore the original settings of the document.

Merge Documents → See p. 3-67

Press to merge and print multiple documents as one document. This key is displayed only when multiple documents are selected.

Initial Settings

Press to cancel all settings and restore the machine to Standard Local Print Settings.



Scan Screen
The screen on the left, which appears when you press [Scan] on the Document Selection screen of a User Inbox, is called the Scan screen.
Display this screen when you want to scan an original and store it as a document in the selected User Inbox.

1:1 → See p. 3-9

Press to scan your document in the same size as your original.

Copy Ratio → See p. 3-9

Press to reduce or enlarge the scanning size of the original.

Document Size Select → See p. 2-13

Press to set the size of the original that you are going to scan.

2-Sided Original → See p. 3-65

Press if you are scanning a two-sided original.

A → See p. 3-2

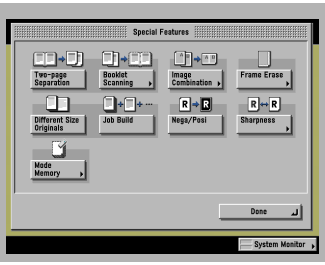
Press [◐] or [◑] to manually control the exposure. Press [A] to select or cancel the automatic exposure control.

Document Name → See p. 2-13

Press to assign the document a name.

Special Features → See Chapters 4 through 5

Press to select and use Special Features modes available for scanning.

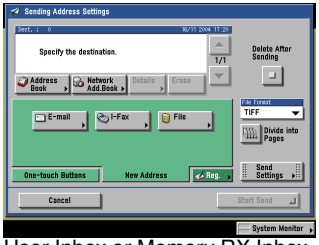


Text → See p. 3-3

Press to select the type of original ([Text], [Text/Photo], or [Photo]).

Initial Settings

Press to cancel all settings and restore the machine to the Standard Scan settings.



User Inbox or Memory RX Inbox

Send Screen

The screen on the left, which appears when you select a document and press [Send] on the Document Selection screen of a User Inbox or the Memory RX Inbox, is called the Send screen.

Display this screen when you want to send a document that you have stored in a User Inbox using the Send function or a document received and stored in the Memory RX Inbox.

Address Book

Press to select a destination from the Address Book.

Network Add.Book

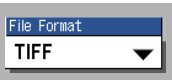
Press to select a destination from an LDAP (Lightweight Directory Access Protocol) server.

Details

Press to check or change the destination selected in the destination list.

Press to delete the destination selected in the destination list.

Press to have the document automatically deleted after sending is complete.



Press to select the file format of the document you are sending (TIFF or PDF).

Press to divide a document you are sending into separate pages.

Press to use the Special Features modes available for sending documents, such as delayed sending, which enables you to send documents at a specified time.

Press to select the destinations stored in one-touch buttons.

Press to specify a destination not stored in the Address Book.

Press to register new destinations in the Address Book or one-touch buttons from the Send Basic Features screen.

Press to start sending.

Flow of Mail Box Operations

This section describes the flow of two basic Mail Box operations: scanning originals and printing documents.

NOTE

Before using the Mail Box function, it is useful to read the following topics:

- *Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the Reference Guide.)*
- *Routine maintenance (See Chapter 7, "Routine Maintenance," in the Reference Guide.)*

Storing Originals into an Inbox

Place the original that you want to scan in the feeder or on the platen glass, the same as when you are using the Copy function.

IMPORTANT

You cannot store scanned originals in the Memory RX Inbox or a Confidential Fax Inbox. For instructions on storing documents in the Memory RX Inbox and Confidential Fax Inboxes, see Chapter 6, "Sending and Receiving Documents Using the Inboxes."

NOTE

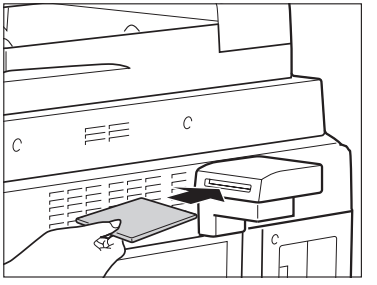
If the machine is used as a network printer, you can store data directly into an inbox from a computer.

1 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

If there are no messages displayed, proceed to step 2.

- **If the message <You must insert a control card.> appears:**

  ❑ Insert a control card into the optional Card Reader-C1.

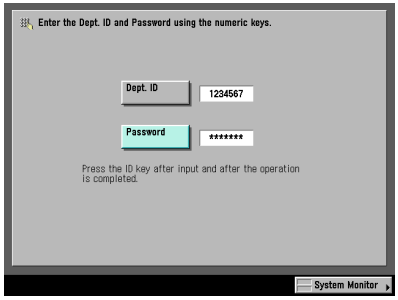


The Basic Features screen is displayed.

NOTE

For instructions on using the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the Reference Guide.

- **If the message <Enter the Dept. ID and Password using the numeric keys.> appears:**
  - ❑ Press [Dept. ID] → enter the Department ID using 0 - 9 (numeric keys).
  - ❑ Press [Password] → enter the password using 0 - 9 (numeric keys).
  - ❑ Press ID.

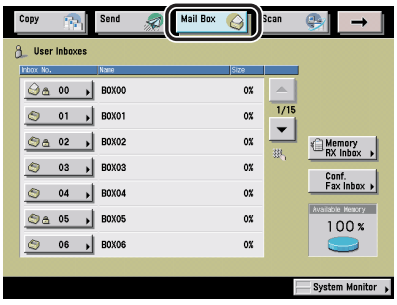

Enter the Dept. ID and Password using the numeric keys.
Dept. ID
1234567
Password
****
Press the ID key after input and after the operation is completed.
System Monitor

The Basic Features screen is displayed.

NOTE

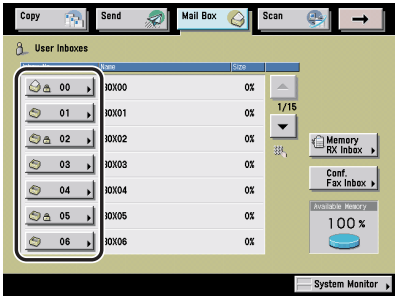
For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the Reference Guide.

2 Press [Mail Box].



The Inbox Selection Screen

3 Select the desired User Inbox number.



If the desired User Inbox is not displayed, press [▼] or [▲].

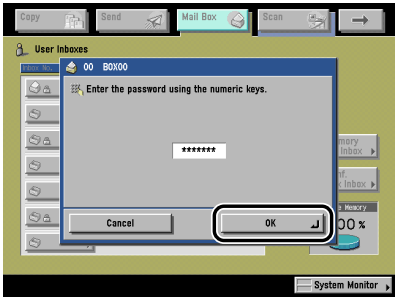
If you enter the User Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you make a mistake when entering the User Inbox number, press Ⓒ → enter the correct number.

NOTE

- *If a document is stored in an inbox, that inbox is displayed with the documents icon ( ).*
- *If an inbox is set with a password, a locked icon ( ) is displayed next to the icon of that inbox.*
- *If you make a mistake when selecting an inbox, press [Done] → select the correct inbox.*

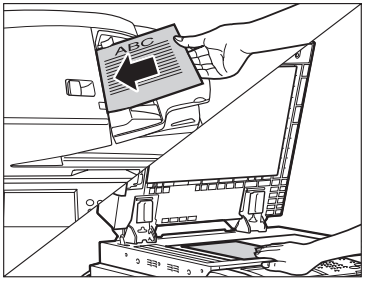
4 If the message <Enter the password using the numeric keys.> appears, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].



Enter the password set for the selected User Inbox. (See "Setting/Storing a User Inbox," on p. 8-27.)

If a password is not set for the selected User Inbox, this step is not necessary.

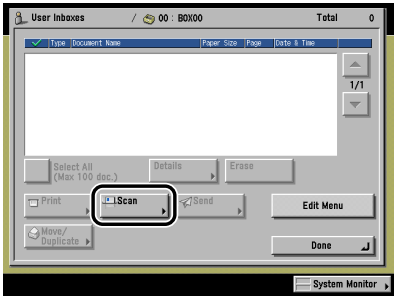
5 Place your originals.



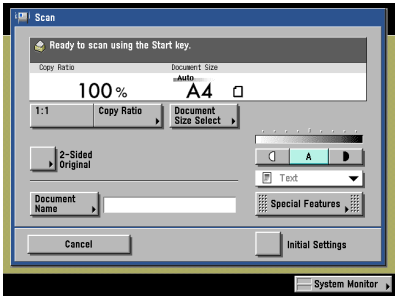
NOTE

For instructions on placing originals, see Chapter 2, "Basic Operations," in the Reference Guide.

6 Press [Scan].



7 Specify the desired scan settings.



NOTE

- *To adjust scan exposure and select original type, see "Exposure and Original Type Settings," on p. 3-2.*
- *To change zoom ratio, see "Changing the Copy (Zoom) Ratio," on p. 3-9.*
- *To scan two-sided originals, see "Scanning Two-Sided Originals," on p. 3-65.*
- *Additional scan settings are available by pressing [Special Features].*
- *You can set various modes when scanning originals, similar to the Copy function.*
- *If you want to give the document a name, press [Document Name].*

● To specify a document name:

❑ Press [Document Name] → enter a name for the document → press [OK].

The maximum number of characters that you can enter for the document's name is 24.

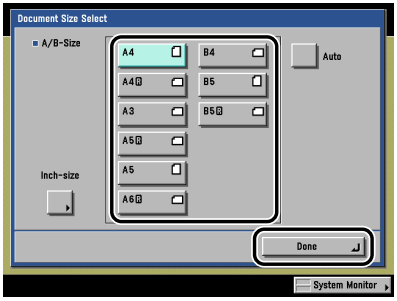
NOTE

- *For instructions on entering characters, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *If you scan a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was scanned. For example, if a document is created at 1:35 PM, 41 seconds, on January 15, 2005, its name will be <20050115133541>.*

● **To specify a document size:**

❑ Press [Document Size Select].

❑ Select the document size → press [Done].



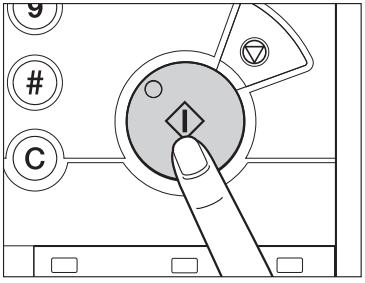
IMPORTANT

- *The Auto (Automatic Document Size Selection) mode cannot be used with the Booklet Scanning, Original Frame Erase, Book Frame Erase, or Image Combination mode.*
- *You cannot select [Auto] when scanning the following types of originals. Specify the size of the document manually.*
  - *Nonstandard size originals*
  - *Highly transparent originals, such as transparencies*
  - *Originals with an extremely dark background*
  - *A6R, and smaller originals*

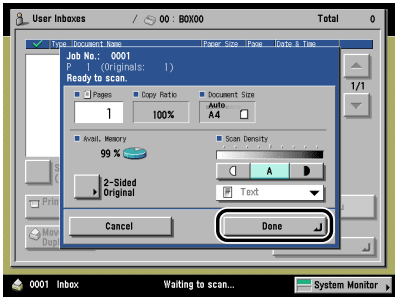
NOTE

To select an inch paper size, press [Inch-size].

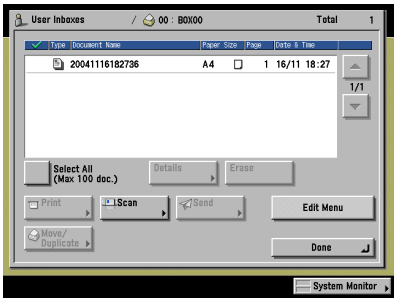
8 Press ◉.



If the following screen is displayed, follow the instructions on the touch panel display → press ◉ once for each original. When scanning is complete, press [Done].



When scanning is complete, the scanned data is stored in the selected inbox.

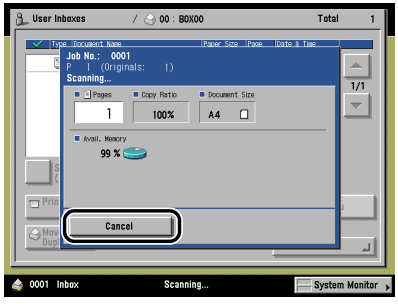


IMPORTANT

- *You cannot change settings, such as the document size or the scanning ratio, while the machine is scanning.*
- *The stored data is deleted after three days (default setting). This setting can be changed to any time period between 1 hour and 30 days. Also, data can be stored indefinitely if the time period is set to '0' (Off). (See "Setting/Storing a User Inbox," on p. 8-27.)*

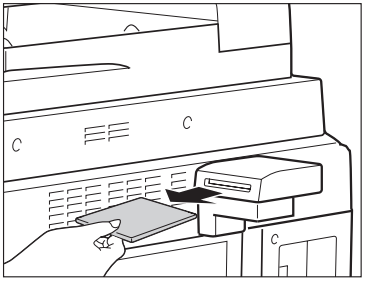
NOTE

If you want to cancel scanning, press [Cancel] or ▷.



9 **When scanning is complete, remove your originals.**

10 **If the optional Card Reader-C1 is installed, remove the control card.**



NOTE

For instructions on using the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the Reference Guide.

11 **If Department ID Management is set, press ID.**

NOTE

For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the Reference Guide.

Printing Documents Stored in an Inbox

This section describes the procedure for printing out documents stored in an inbox on the machine. If the machine is connected to a network, you can also specify printing from your computer. For more information on how to operate the machine from your computer, see Chapter 2, "Checking and Managing Functions," in the *Remote UI Guide*.

IMPORTANT

- *You can print documents stored in the Memory RX Inbox and Confidential Fax Inboxes only with the settings that were used when the documents were received.*
- *A document stored in the Memory RX Inbox is automatically deleted after printing.*

NOTE

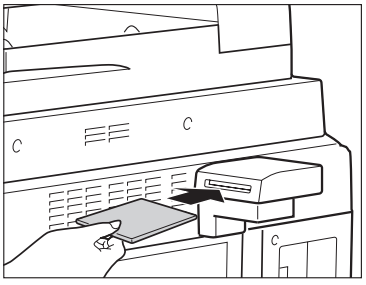
- *You can select and print up to 32 documents in one inbox at a time. If you merge documents, you can select and print up to 100 documents. However, if there are reserved jobs in the inbox, the number of documents you can select and print varies, depending on the number of documents reserved.*
- *You can only select multiple documents when the documents are stored in the same User Inbox. To print multiple documents stored in different User Inboxes, you need to move the documents to one User Inbox beforehand. (See "Moving/Duplicating a Document," on p. 2-65.)*
- *If you do not change the print settings when printing out documents stored in inboxes, documents sent from computers are printed with the settings set at the computers, and the documents scanned into memory are printed with Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *A User Inbox is used as an example in this section.*

1 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

If there are no messages displayed, proceed to step 2.

● **If the message <You must insert a control card.> appears:**

❑ Insert a control card into the optional Card Reader-C1.



The Basic Features screen is displayed.

NOTE

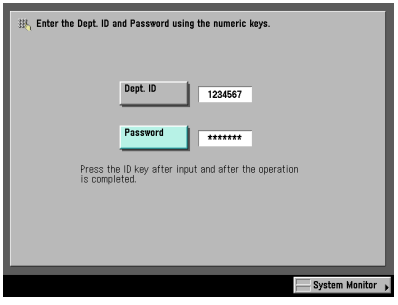
For instructions on using the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the Reference Guide.

● **If the message <Enter the Dept. ID and Password using the numeric keys.> appears:**

❑ Press [Dept. ID] → enter the Department ID using 0 - 9 (numeric keys).

❑ Press [Password] → enter the password using 0 - 9 (numeric keys).

❑ Press ID.

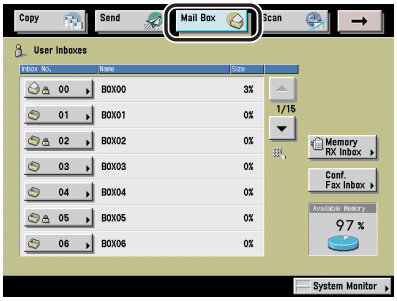

Enter the Dept. ID and Password using the numeric keys.
Dept. ID
1234567
Password
****
Press the ID key after input and after the operation is completed.
System Monitor

The Basic Features screen is displayed.

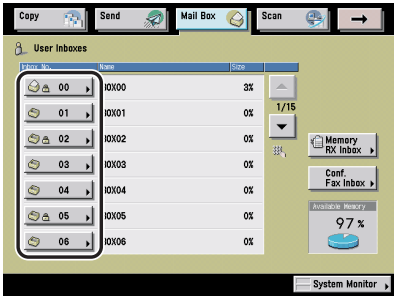
NOTE

For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the Reference Guide.

2 Press [Mail Box].



3 Press the desired User Inbox number.



If the desired User Inbox is not displayed, press [▼] or [▲].

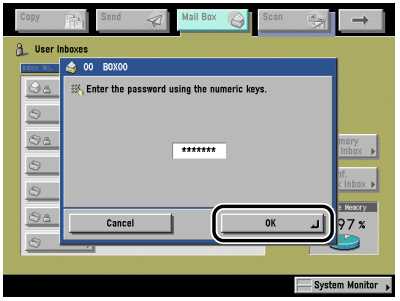
If you enter the User Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you make a mistake when entering the User Inbox number, press Ⓒ → enter the correct number.

NOTE

- *If a document is stored in an inbox, that inbox is displayed with the documents icon ( ).*
- *If an inbox is set with a password, a locked icon ( ) is displayed next to the icon of that inbox.*
- *If you make a mistake when selecting an inbox, press [Done] → select the correct inbox.*

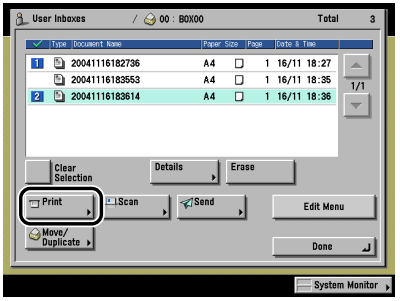
4 If the message <Enter the password using the numeric keys.> appears, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].



Enter the password set for the selected User Inbox. (See "Setting/Storing a User Inbox," on p. 8-27.)

If a password is not set for the selected User Inbox, this step is not necessary.

5 Select the documents to print in the order that you want to print them → press [Print].



If there are seven or more stored documents, press [▼] or [▲] to display the other documents.

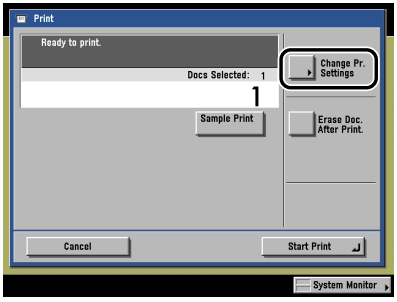
You can select multiple documents stored in the User Inbox.

To select all of the documents in the User Inbox, press [Select All (Max 100 doc.)].
If a document is already selected, this key appears as [Clear Selection] instead.

NOTE

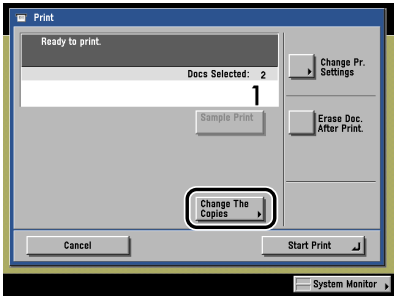
- *The selected documents are numbered in the order specified, and are printed in that order.*
- *You can cancel a selection by selecting the document again.*
- *To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)*

6 If you want to change the print settings, press [Change Pr. Settings].



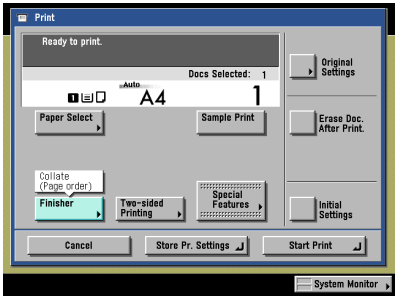
To change the number of prints, enter the desired number using 0 - 9 (numeric keys).

If multiple documents are selected, you can change the number of prints by pressing [Change The Copies].



If you do not want to change the print settings, proceed to step 8.

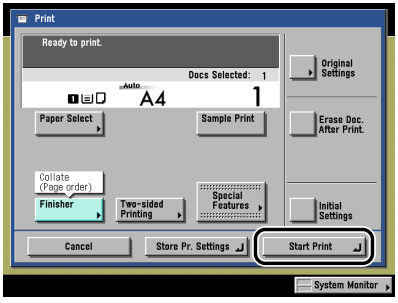
7 Specify the print settings on the Change Print Settings screen.



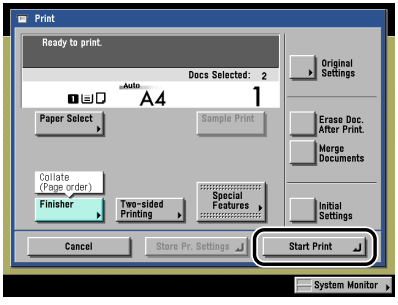
NOTE

- *If you press [Original Settings], the settings for documents received from a computer are returned to the settings specified at the computer, and the settings for documents scanned and recorded at the machine are returned to Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *You can set the paper selection, two-sided printing, finisher, and special features on the Change Print Settings screen.*

8 Press [Start Print].



When one document is selected



When multiple documents are selected

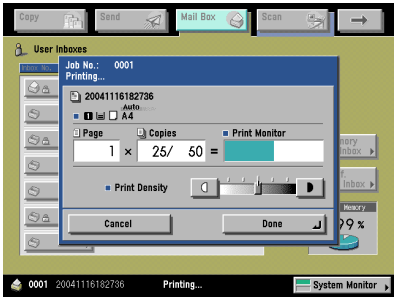
If you want to print a sample of the document, press [Sample Print]. (See "Sample Print," on p. 2-55.)

If you want to store the print settings for documents, press [Store Pr. Settings]. (See "Storing Print Settings," on p. 2-59.)

If you want to automatically delete the selected document after it is printed, press [Erase Doc. After Print.].

If there is a current or reserved print job, the machine will start printing your document after that job is complete.

When printing starts, the following screen appears.

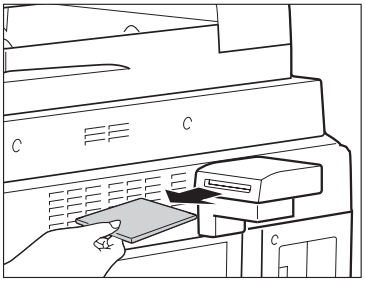


When printing is complete, the display returns to the Inbox Selection screen.

NOTE

- *If you notice a difference between the document size specified when scanning originals and the actual print size, you can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *You can change the print density or cancel printing while the machine is printing.*
- *To cancel printing, press [Cancel]. (You cannot cancel printing by pressing ▷.)*
- *To reserve the next print job, press [Done] → select the inbox containing the document you want to print → select the document → press [Print]. (See "Reserving Jobs," on p. 2-42.)*

9 If the optional Card Reader-C1 is installed, remove the control card.



NOTE

For instructions on using the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the Reference Guide.

10 If Department ID Management is set, press ID.

NOTE

For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the Reference Guide.

Paper Selection

You can specify the paper size when printing out documents stored in User Inboxes.

IMPORTANT

You cannot change the print settings when printing documents stored in the Memory RX Inbox or Confidential Fax Inboxes.

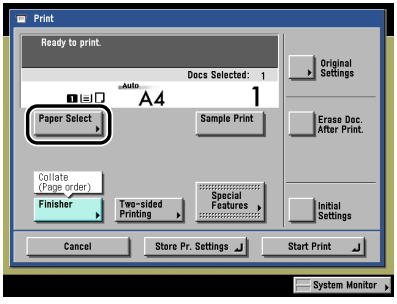
1 Select the document stored in an Inbox → display the Change Print Settings screen.

- ❑ Select the desired User Inbox number and the document to print.
- ❑ Press [Print].
- ❑ Press [Change Pr. Settings].

  If necessary, see steps 1 to 6 of "Printing Documents Stored in an Inbox," on p. 2-23.

  The Change Print Settings screen is displayed.

2 Press [Paper Select].



NOTE

- *If you press [Original Settings], the settings for documents received from a computer are returned to the settings specified at the computer, and the settings for documents scanned and recorded at the machine are returned to the Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *The paper size/type that can be used may vary depending on the settings for the finisher. (See "Collating Copies/Prints," on p. 3-30.)*

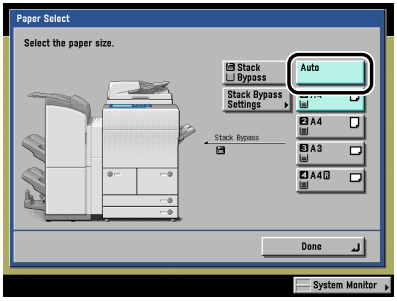
3 Select the desired paper size.

NOTE

- *If you want to select [Tracing Paper], [Transparency], or [Labels] for the stack bypass, do not set any of the Finisher modes (e. g., Collate, Group, and Staple modes).*
- *If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*

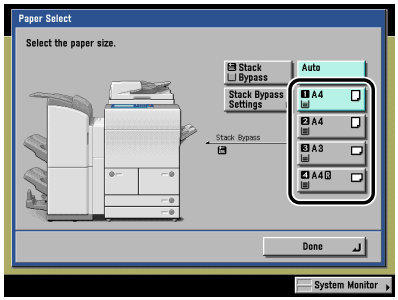
● **If you want to set the machine to automatically select a paper size:**

❑ Press [Auto].

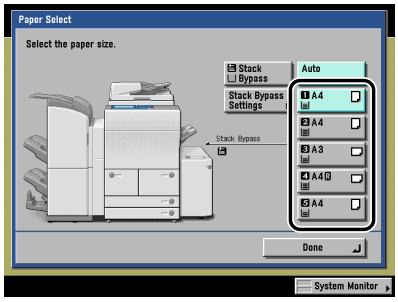


● **If you want to select a paper size manually:**

❑ Select the desired paper size.



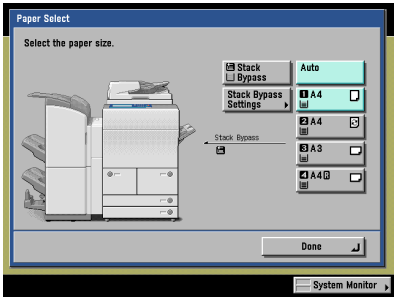
If the optional Saddle Finisher-T2 and Puncher Unit-L1 are attached



If the optional Saddle Finisher-T2, Puncher Unit-L1, and Paper Deck-V1 are attached

NOTE

- *The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the paper drawers.*
- *Icons indicating the type of paper loaded in each paper drawer can be displayed on paper selection screens, if you store that information into the machine beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *indicates that the paper is set vertically, and indicates that the paper is set horizontally. The suffix <R> (such as in A4R) used in paper size designations indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.*

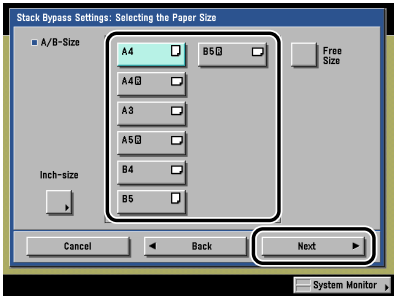


● **If you want to select a standard paper size:**

❑ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

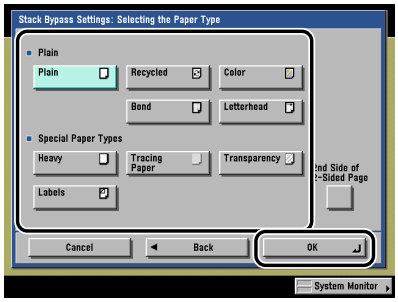
❑ Select the desired paper size → press [Next].



NOTE

To select an inch paper size, press [Inch-size].

❑ Select the desired paper type → press [OK].



If you are printing on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

IMPORTANT

Make sure that the correct paper is selected. If the setting is wrong when printing on special paper, especially on heavy paper, it may cause false print, or make the fixing unit dirty and the paper may be clang to it. If this happens, you may have to call your local authorized Canon dealer to fix the machine.

NOTE

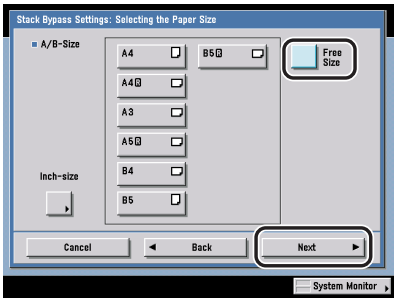
- *[Transparency] can be selected only if [A4] or [A4R] is selected as the paper size.*
- *For more information on paper types, see Chapter 2, "Basic Operations," in the Reference Guide.*

● **If you want to select a nonstandard paper size:**

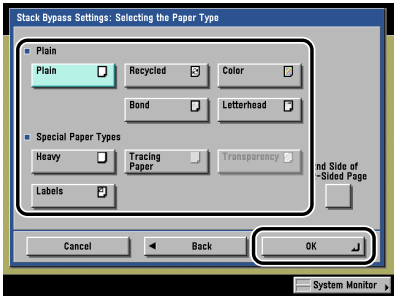
❑ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

❑ Press [Free Size] → [Next].



❑ Select the desired paper type → press [OK].



If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

IMPORTANT

- *Make sure that the correct paper is selected. If the setting is wrong when printing on special paper, especially on heavy paper, it may cause false print, or make the fixing unit dirty and the paper may be clang to it. If this happens, you may have to call your local authorized Canon dealer to fix the machine.*
- *If you select a nonstandard paper size, Finisher mode, Two-sided Printing, Cover/Sheet Insertion, Cover/Job Separator, Booklet, Form Composition, Page/Copy Set Numbering, Watermark/Print Date, Tab Paper Creation modes cannot be specified.*

NOTE

For more information on the paper types, see Chapter 2, "Basic Operations," in the Reference Guide.

4 Press [Done].

The display returns to the Change Print Settings screen, and the selected paper size and type are displayed.

5 Press [Start Print].

If there is a current or reserved print job, the document is placed in the queue and is printed after the current or reserved job is complete.

Printing starts.

NOTE

To cancel all settings and return the machine to the Standard Local Print Settings, press [Initial Settings].To return to the Inbox Selection screen, press .

Cancelling a Job

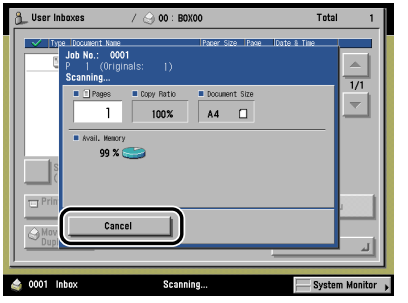
You can cancel the scanning of a document to be stored in an inbox from the touch panel display or by pressing ◇ on the control panel.

However, the printing of a document stored in an inbox can only be cancelled from the touch panel display.

While Scanning

Using the Touch Panel Display

1 Press [Cancel] on the pop-up screen that appears while the machine is scanning.

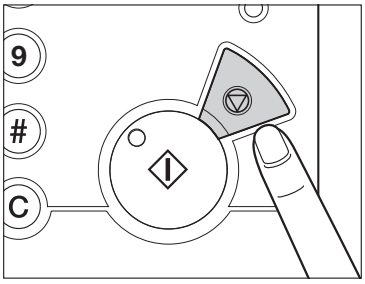


The job is cancelled.

2 Remove the original.

Using the Stop Key

1 **Press .**



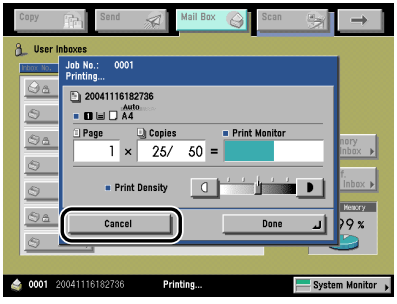
The job is cancelled.

2 **Remove the original.**

While Printing

Using the Touch Panel Display

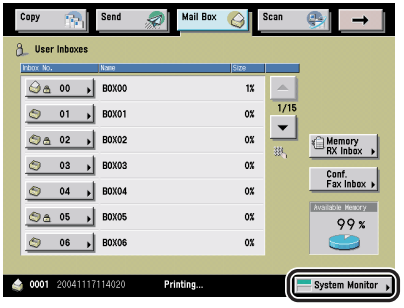
1 **Press [Cancel] on the pop-up screen that appears while the machine is printing.**



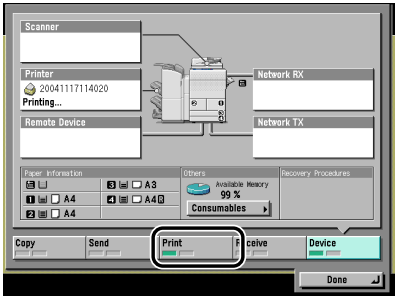
The job is cancelled.

Using the System Monitor Screen

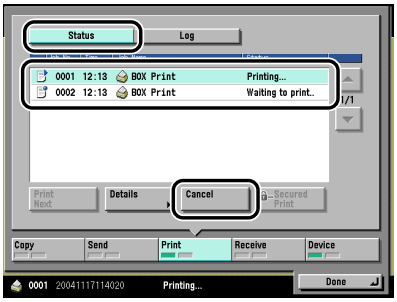
1 Press [System Monitor].



2 Press [Print].



3 Press [Status] → select the print job that you want to cancel → press [Cancel].



You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

4 Press [Yes].

If you do not want to cancel the job, press [No].

The print job is cancelled.

NOTE

The cancelled job is displayed as <NG> (No Good) on the Log screen.

5 Press [Done].

The display returns to the Inbox Selection screen.

Reserving Jobs

You can set the machine to scan originals even while it is printing or waiting to process a job.

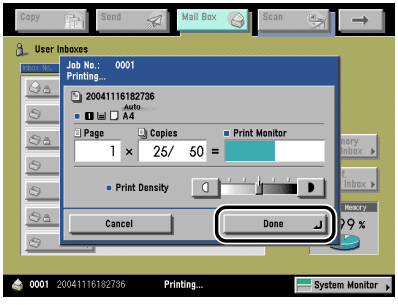
NOTE

- *You can specify up to 32 documents to be reserved, including the current job.*
- *You can set different modes and paper sources, including the stack bypass for each reserved job.*
- *A User Inbox is used as an example in this section.*

Storing Originals While Printing

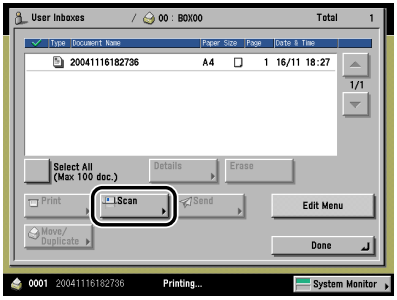
You can scan and store an original while the machine is printing.

1 Press [Done] on the pop-up screen that appears while the machine is printing.



If the job displayed on the touch panel display is from a function other than the Mail Box function, press [Done] → [Mail Box] to display the Inbox Selection screen.

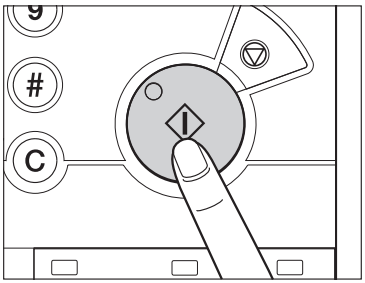
2 Select the desired User Inbox number → press [Scan].



NOTE

In the above example, User Inbox 00 has one document stored in it already.

3 Place your originals → specify the desired scan modes → press ◇.



Scanning starts.

NOTE

You can assign a document name before scanning, or you can change the (time-coded) assigned name after you scan the document. (See "Storing Originals into an Inbox," on p. 2-13, or "Changing the Name of a Document," on p. 2-61.)

Reserving Print Jobs

Reserved printing can be specified in the following cases:

■ While the Machine Is Waiting

You can specify print settings while the machine is in the waiting state, such as when the power is just turned ON, or after a paper jam is cleared. Printing automatically begins when the machine is ready.

NOTE

You can specify reserved printing while the machine is in the waiting state in the following cases:

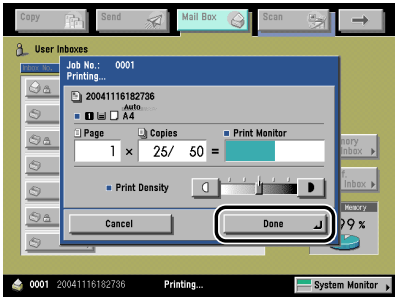
- *Between the time that the machine is turned ON and when it is ready to print*
- *Between the time that the machine wakes up from the Energy Saver mode and when it is ready to print*
- *After a paper jam is cleared*
- *After a cover on the main unit or an optional unit, such as a finisher, is opened and closed*

■ While the Machine Is Printing

You can specify print settings for a new job while the machine is printing. Printing of the new job automatically begins when the current job is complete.

Reserving Print Jobs

1 Press [Done] on the pop-up screen that appears while the machine is printing.



If the job displayed on the touch panel display is from a function other than the Mail Box function, press [Done] → [Mail Box] to display the Inbox Selection screen.

This part of the procedure is not necessary if the machine is in the waiting state.

2 Select the document stored in an Inbox → display the Change Print Settings screen.

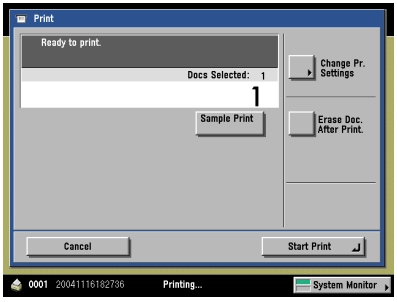
❑ Select the desired User Inbox number and the document to print.

❑ Press [Print].

If necessary, see steps 1 to 5 of "Printing Documents Stored in an Inbox," on p. 2-23.

The Print screen appears.

3 Print the selected document.



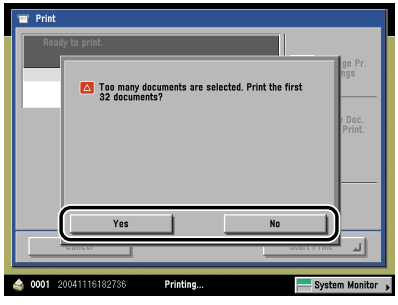
● **If you want to print without changing any settings:**

❑ Press [Start Print].

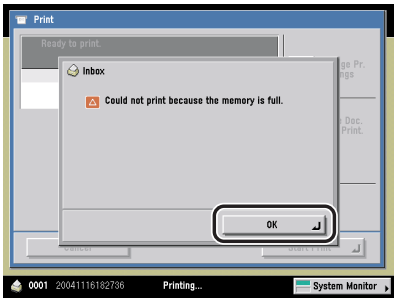
● **If you want to change the print settings:**

❑ Press [Change Pr. Settings] → specify the desired print settings → press [Start Print].

If you select 33 or more documents to print at one time, the screen below is displayed. To print out the first 32 documents that you selected, press [Yes]. Press [No], if you want to cancel printing altogether.



If the machine can no longer accept any more reserved jobs, the screen below is displayed. Press [OK] → try reserving the job again after the current job is complete.



If you specify a reserved print job while the machine is in the waiting state, printing automatically begins when the machine is ready.

If you specify a reserved print job while the machine is printing, printing of the new job automatically begins when the current job is complete.

IMPORTANT

You cannot change print settings or make sample prints when printing documents stored in the Memory RX Inbox or Confidential Fax Inboxes.

NOTE

- *To make a sample print, press [Sample Print]. (See "Sample Print," on p. 2-55.)*
- *If you want to automatically delete a document after it is printed, press [Erase Doc. After Print.].*

Using the Stack Bypass

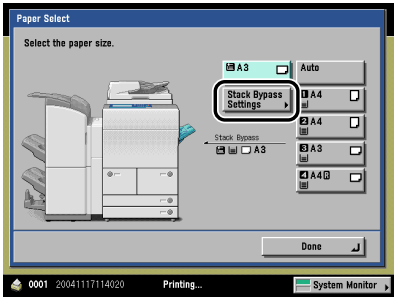
Reserved printing using the stack bypass is possible only if paper is being fed from the stack bypass for the current job.

The following example assumes that A3 plain paper is being fed from the stack bypass for the current job, and that you are selecting A4 plain paper to be fed from the stack bypass for a reserved job.

NOTE

If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', reserved printing can be performed only for the registered paper size and type. (See Chapter 4, "Customizing Settings," in the Reference Guide.)

1 Press [Paper Select] on the Change Print Settings screen → press [Stack Bypass Settings].



Normally, when reserved copying is not being set, the Stack Bypass Settings screen is automatically displayed when paper is loaded into the stack bypass.

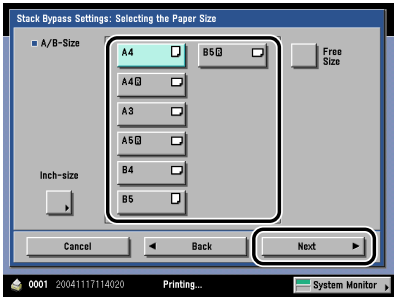
2 Select the desired paper size.

NOTE

- *If you select [Tracing Paper], [Transparency], or [Labels], make sure that you do not specify any Finisher modes (Collate, Group, or Staple).*
- *If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*

● **If you want to select a standard paper size:**

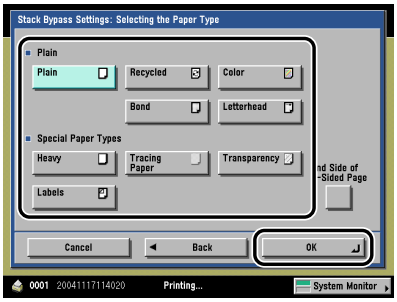
❑ Select the desired paper size → press [Next].



NOTE

To select an inch paper size, press [Inch-size].

❑ Select the desired paper type → press [OK].



If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

IMPORTANT

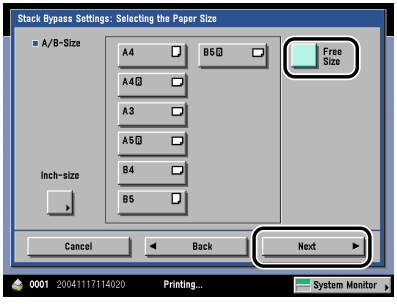
When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

NOTE

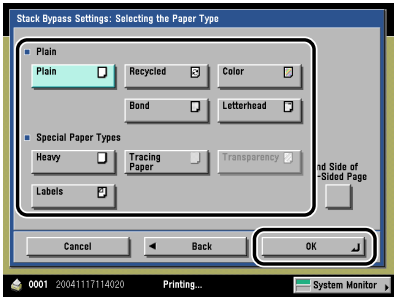
- *[Transparency] can be selected only if [A4] or [A4R] is selected as the paper size.*
- *For more information on paper types, see Chapter 2, "Basic Operations," in the Reference Guide.*

● **If you want to select a nonstandard paper size:**

❑ Press [Free Size] → [Next].



❑ Select the desired paper type → press [OK].



If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

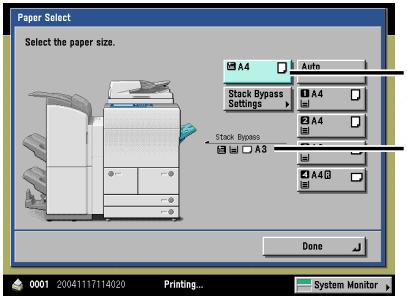
IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

NOTE

For more information on the paper types, see Chapter 2, "Basic Operations," in the Reference Guide.

The paper size/type currently loaded and the paper size/type reserved to be loaded are displayed, as shown on the screen below.



The last paper size/type specified for the reserved print job

The paper size/type currently loaded

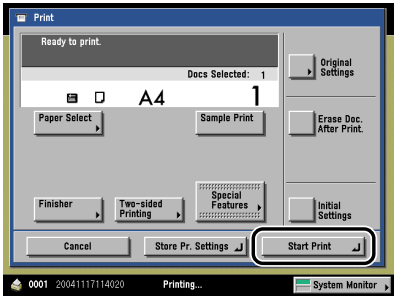
NOTE

If there is more than one reserved job waiting to print, only the last paper size/type specified for the reserved print job is shown on the Paper Select screen.

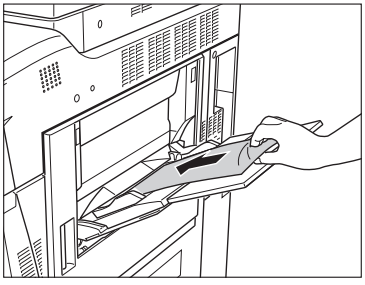
3 Press [Done].

This completes the settings for reserving a print job using the stack bypass. The subsequent steps show you how to start printing and load paper into the stack bypass.

4 Press [Start Print].



5 When it is time for the reserved print job to be printed, lift the paper retaining lever, load the specified paper into the stack bypass, then lower the paper retaining lever.

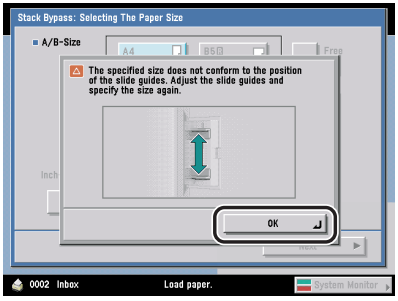


NOTE

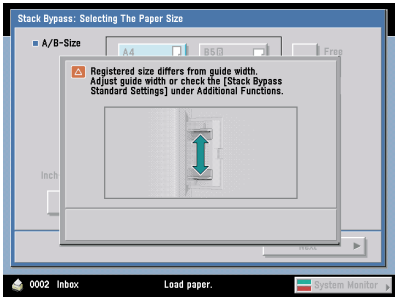
- *The specified paper size/type is displayed on the screen when it is time for the reserved print job to be printed.*
- *Make sure to load the same paper size and type selected in step 2 into the stack bypass. Printing does not start if paper of a different size or type is loaded.*

6 Select the desired paper size.

If the following screen is displayed, adjust the width of the slide guides → specify the paper size → press [OK].



If the following screen is displayed, adjust the width of the slide guides to match the paper size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

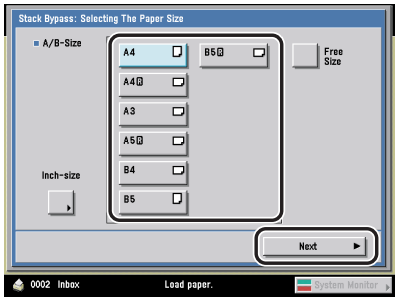


IMPORTANT

Set the paper size to the same size as the paper loaded in the stack bypass.

● **If you want to select a standard paper size:**

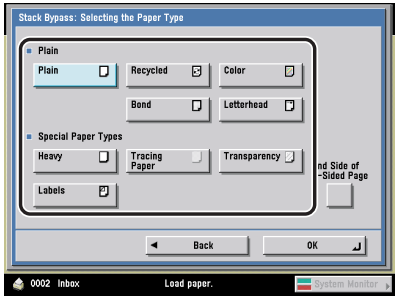
❑ Select the desired paper size → press [Next].



NOTE

To select an inch paper size, press [Inch-size].

❑ Select the paper type → press [OK].



If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

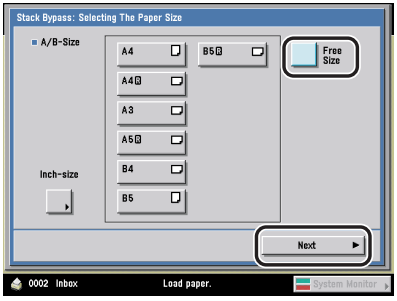
The selected mode is set and printing starts.

IMPORTANT

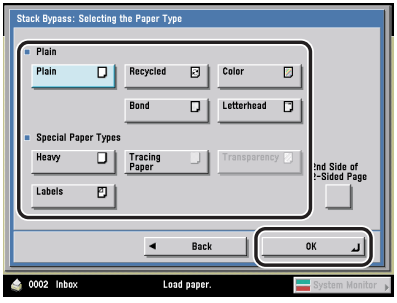
When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

● **If you want to select a nonstandard paper size:**

❑ Press [Free Size] → [Next].



❑ Select the paper type → press [OK].



If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

The selected mode is set and printing starts.

IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

Sample Print

Before making multiple prints of a document stored in an inbox, you can print a sample of it to check its contents or the print results with the settings that were set when the document was stored.

IMPORTANT

- *You cannot make a sample print of documents stored in the Memory RX Inbox or Confidential Fax Inboxes.*
- *[Sample Print] is usually grayed out when multiple documents are selected until you press [Merge Documents] and select the Collate, Offset Collate, Rotate Collate, or Staple mode. [Sample Print] does not appear if the Group mode is set.*

NOTE

You can make a sample print even when one print is specified.

1 Select the document stored in an Inbox → display the Change Print Settings screen.

❑ Select the desired User Inbox number and the document to print.

❑ Press [Print].

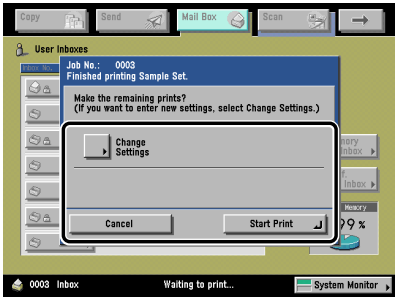
If necessary, see steps 1 to 5 of "Printing Documents Stored in an Inbox," on p. 2-23.

The Print screen appears.

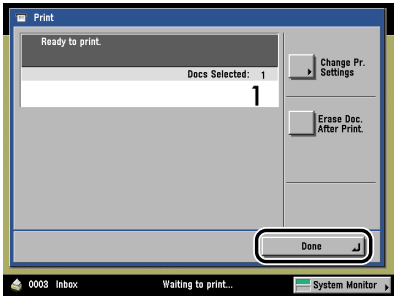
2 Press [Sample Print] → [Start Print].

Printing starts and one sample print is output.

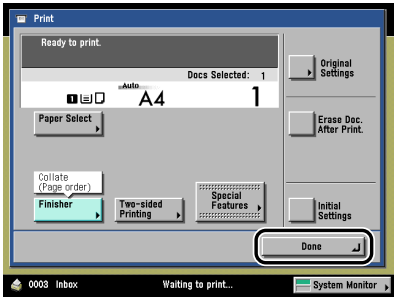
3 Check the sample print → select [Start Print], [Cancel], or [Change Settings].



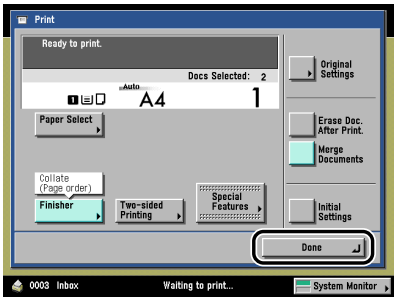
- **To print the remaining prints:**
  - ❑ Press [Start Print].
- **To cancel printing:**
  - ❑ Press [Cancel].
- **To change the print settings:**
  - ❑ Press [Change Settings] → change the necessary settings → press [Done].



The screen above is displayed if only one document is selected, and sample printing is performed without changing the print settings.



The screen above is displayed if only one document is selected, and sample printing is performed with changes in the print settings.



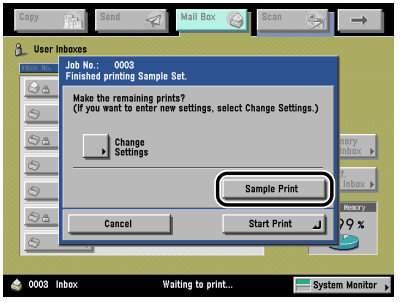
The screen above is displayed if multiple documents are selected, and sample printing is performed with changes in the print settings.

To change the paper size, press [Paper Select]. (See "Paper Selection," on p. 1-29.)

To collate the prints, press [Finisher]. (See "Collating Copies/Prints," on p. 3-30.)

To make two-sided prints, press [Two-sided Printing]. (See "Two-Sided Copying/Printing," on p. 3-52.)

If you want to check the changes that you have made, press [Sample Print] → repeat step 3.



NOTE

- *To cancel all settings and restore Standard Local Print Settings, press [Initial Settings].*
- *Press [Change Pr. Settings] to change the print settings.*
- *If there is a current or reserved print job, the machine will start printing your document after that job is complete.*

Storing Print Settings

You can store the print settings for documents stored in a user inbox. This is useful to print most frequently printed documents with the same print settings.

IMPORTANT

You cannot select multiple documents and store the print settings at the same time.

NOTE

- *The printing settings in memory are not erased, even if the power is turned OFF.*
- *You can store the following print settings and modes: the number of printouts, paper select, Two-Sided Printing, Finisher, Cover/Sheet Insertion, Booklet, and Margin*
- *If Erase Document After Printing is set to 'On' from the Standard Local Print Settings, the selected documents are erased after the documents for which the print settings are stored are printed.*
- *You can overwrite the stored print settings.*

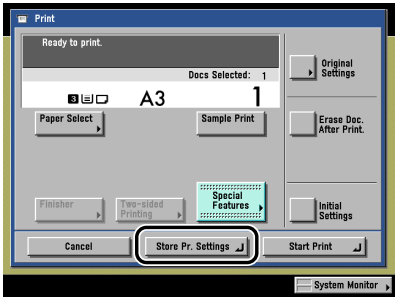
---

1 Select the desired User Inbox number → select the document to print → press [Print] → [Change Pr. Setting].

If you select a User Inbox set with a password, enter the password using 0 - 9 (numeric keys) → press [OK].

The Change Print Settings screen is displayed.

2 Specify the print settings that you want to store → press [Store Pr. Settings].



NOTE

In the above example, the Booklet mode is selected.

3 A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].

To cancel storing the settings, press [No].

The message <Storing print settings.> appears for approximately two seconds on the touch panel display.

An icon ( ) indicating that the document is stored with print settings, is displayed next to the document name.

NOTE

The document for which the print settings are stored is overwritten, its name is changed to the current date and time, and the document moves to the end of list.

4 Press [Done].

The display returns to the Inbox Selection screen.

Arranging Documents Stored in an Inbox

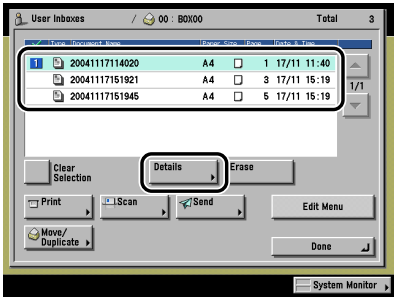
From the Inbox Selection screen, you can change the document's name, check a document's detailed information, move and duplicate a document, and view the contents of the User Inboxes.

Changing the Name of a Document

IMPORTANT

You cannot change the name of documents stored in the Memory RX Inbox or Confidential Fax Inboxes.

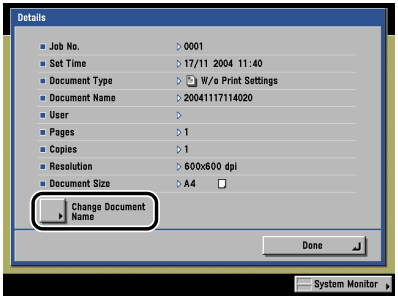
1 Select the desired User Inbox number → select the document whose name you want to change → press [Details].



NOTE

If you select multiple documents and press [Details], only the details of the selected (highlighted) document are displayed.

2 Press [Change Document Name].



3 Enter a new name for the document → press [OK].

The maximum number of characters that you can enter for the document's name is 24.

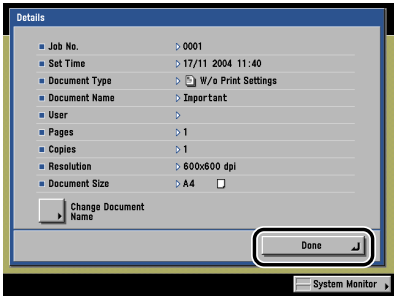
IMPORTANT

You cannot press [OK] without entering a name for the document.

NOTE

- *For instructions on entering characters, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *To cancel changing the document's name, press [Cancel].*

4 **Press [Done] repeatedly until the Inbox Selection screen appears.**



Checking a Document's Detailed Information

1 **Select the desired Inbox → select the document whose detailed information you want to check → press [Details].**

If necessary, see the screen shot in step 1 of "Changing the Name of a Document," on p. 2-61.

To select a document from the Memory RX Inbox, refer to steps 1 of "Printing a Document in the Memory RX Inbox," on p. 6-6.

To select a document from the Confidential Fax Inbox, refer to step 1 of "Printing a Document in the Confidential Fax Inbox," on p. 6-9.

NOTE

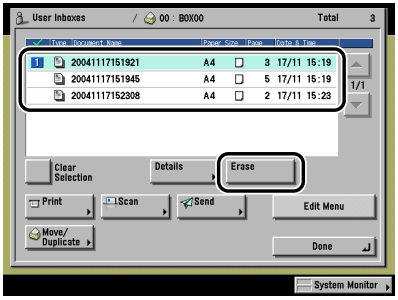
If you select multiple documents and press [Details], only the details of the selected (highlighted) document are displayed.

2 **Check the detailed information → press [Done] repeatedly until the Inbox Selection screen appears.**

If necessary, see the screen shot in step 4 of "Changing the Name of a Document," on p. 2-61.

Erasing a Document

1 Select the desired Inbox → select the document that you want to erase → press [Erase].



To select a document from the Memory RX Inbox, refer to steps 1 of "Printing a Document in the Memory RX Inbox," on p. 6-6.

To select a document from the Confidential Fax Inbox, refer to steps 1 of "Printing a Document in the Confidential Fax Inbox," on p. 6-9.

To select all of the documents in the selected User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key changes to [Clear Selection].

To erase multiple documents in the Memory RX Inbox or in a Confidential Fax Inbox, select and erase one document at a time.

NOTE

- *You can cancel a selection by selecting the document again.*
- *To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)*

2 Press [Yes].

To cancel erasing the document, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The selected document is erased.

3 Press [Done].

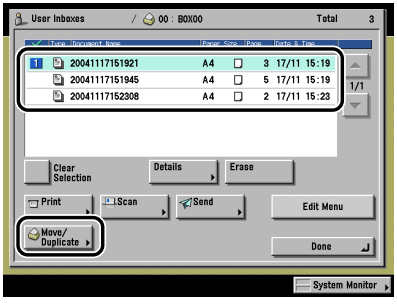
The display returns to the Inbox Selection screen.

Moving/Duplicating a Document

IMPORTANT

You cannot move or duplicate a document stored in the Memory RX Inbox or a Confidential Fax Inbox to another inbox. Similarly, you cannot move or duplicate a document stored in a User Inbox to the Memory RX Inbox or any Confidential Fax Inbox.

1 Select the desired User Inbox number → select the document that you want to move or duplicate → press [Move/Duplicate].

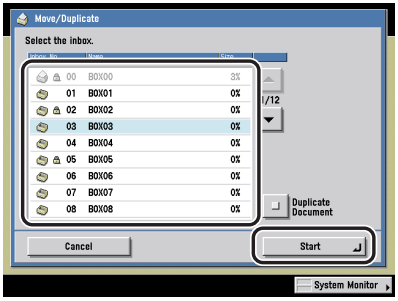


To select all of the documents in the selected User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key changes to [Clear Selection].

NOTE

- *You can cancel a selection by selecting the document again.*
- *To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)*

2 Select the inbox into which you want to move or duplicate the document → press [Start].



If you want to duplicate the selected document, press [Duplicate Document].

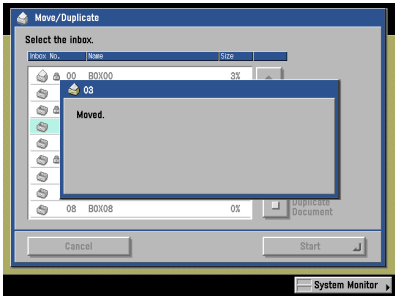
You cannot move or duplicate a document to multiple inboxes at once.

If the document cannot be moved or duplicated to the selected inbox, a message appears telling you that the move or duplication cannot be performed.

If the document cannot be moved or duplicated to the selected inbox, it remains in the original User Inbox.

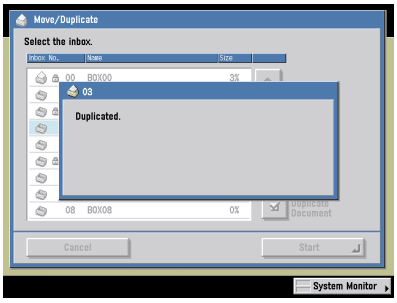
If an error occurs while multiple documents are being moved or duplicated, the number of documents that are moved or duplicated successfully is displayed.

If you select the document to move, the following screen is displayed.



The document has been moved.

If you select the document to duplicate, the following screen is displayed.



The document has been duplicated.

The selected documents are moved or duplicated.

NOTE

- *The name of the moved or duplicated document is the same as that of the original document.*
- *If the control panel power switch is turned OFF while documents are being moved or duplicated, only those documents that have been processed up to the time when the power is turned OFF, are moved or duplicated successfully.*

3 Press [Done].

The display returns to the Inbox Selection screen.

Editing/Checking the Contents of a Document

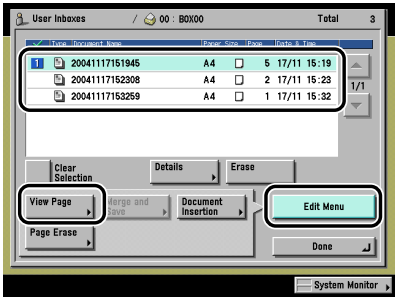
You can edit or check documents in User Inboxes.

IMPORTANT

You cannot edit a document which has been stored in the Memory RX Inbox or a Confidential Fax Inbox.

Checking an Image in a Document

1 Select the desired User Inbox number → select the document whose contents you want to view → press [Edit Menu] → [View Page].

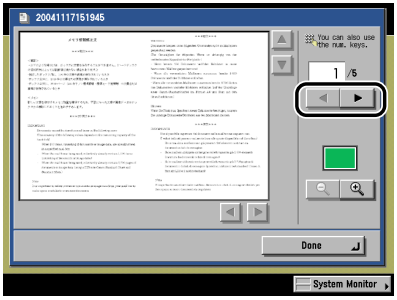


The first page of the selected document is displayed.

NOTE

If you press [View Page] while multiple documents are selected, only the contents of the selected (highlighted) document are displayed.

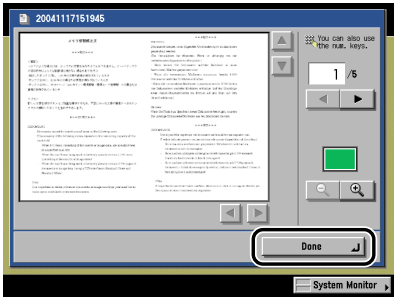
2 Press [◀] or [▶] to display the page that you want to check.



You can also use ⓪ - ⑨ (numeric keys) to enter the page number.

The contents of the selected page are displayed.

3 Check the contents of the page → press [Done].



Press [ ] or [ ] to change the magnification of the displayed image.

Press [◀], [▶], [▼], or [▲] to move around the magnified image.

The position of the image shown in , can be checked.

The display returns to the Document Selection screen.

4 Press [Done].

The display returns to the Inbox Selection screen.

Storing Multiple Documents as One Document

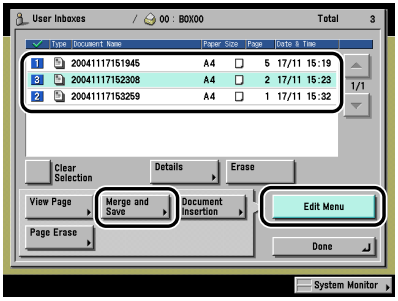
This mode enables you to combine multiple documents in the same inbox as one document to create a new document.

IMPORTANT

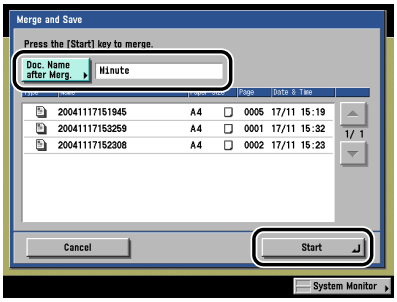
- *You cannot use the Merge and Save mode, if the resolution of either document is other than 600 x 600 dpi.*
- *You can set the Merge and Save mode only for documents in the same inbox.*
- *If there are 2,000 documents in the same inbox, you cannot perform the Merge and Save mode.*

---

1 Select the desired User Inbox number → select the documents to be merged in the order in which you want to merge them → press [Edit Menu] → [Merge and Save].



2 Press [Doc. Name after Merg.] → enter the document's name → press [OK] → [Start].



The maximum number of characters you can enter for a document name is 24.

If the memory is full while you are merging and saving, a message informing you that you cannot merge is displayed.

The new document is created, and the display returns to the Document Selection screen.

NOTE

- *For instructions on entering characters on the touch panel display, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *If you create a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was created. For example, if a document is created at 1:35 PM, 41 seconds, on January 15, 2005, its name will be <20050115133541>.*
- *If print settings have been stored for the selected documents, the settings are not carried over to the new document.*

3 Press [Done].

The display returns to the Inbox Selection screen.

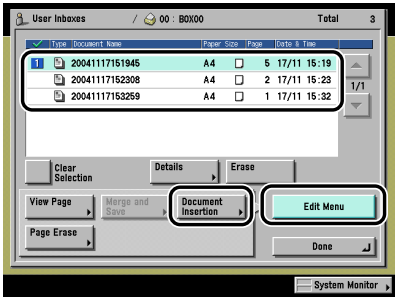
Inserting a Document into Another Document

This mode enables you to insert a document before a specified page of another document in the same User Inbox, to create a new document.

IMPORTANT

- *You cannot use the Document Insertion mode if the resolution of either document is other than 600 x 600 dpi.*
- *You can set the Document Insertion mode only for documents in the same User Inbox.*
- *If there are 2,000 documents in the same inbox, you cannot set the Document Insertion mode.*

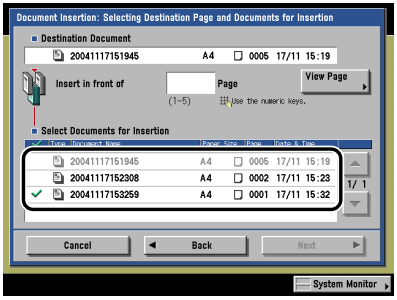
1 Select the desired User Inbox number → select the document into which you want to insert another document → press [Edit Menu] → [Document Insertion].



NOTE

If you select multiple documents and press [Document Insertion], the selected (highlighted) document becomes the document that is inserted.

2 Select the document you want to insert.



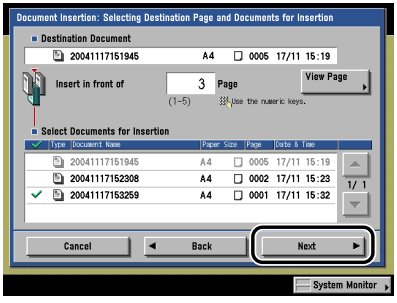
A checkmark is displayed to the left of the selected document.

You can cancel a selection by selecting the document again.

IMPORTANT

You cannot select multiple documents.

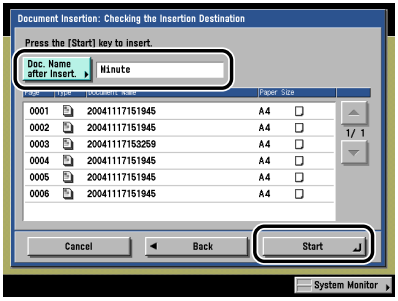
3 Enter the number of the page before which you want to insert the selected document using 0 - 9 (numeric keys) → press [Next].



You can check images stored in the document in which you are inserting by pressing [View Page]. (See "Checking an Image in a Document," on p. 2-68.)

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

4 Press [Doc. Name after Insert.] → enter the name of the document → press [OK] → [Start].



The maximum number of characters you can enter for a document name is 24.

If memory is insufficient while you are using the Document Insertion mode, a message appears to inform you that you cannot insert the document.

The new document is created, and the display returns to the Document Selection screen.

NOTE

- *For instructions on entering characters on the touch panel display, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *If you create a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was created. For example, if a document is created at 1:35 PM, 41 seconds, on January 15, 2005, its name will be <20050115133541>.*
- *If print settings have been stored for the selected documents, the settings are not carried over to the new document.*

5 Press [Done].

The display returns to the Inbox Selection screen.

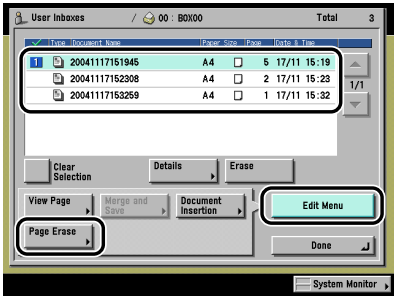
Erasing Part of a Document

This mode enables you to erase pages from a document that is stored in a User Inbox.

IMPORTANT

If you select all the pages of a document, the entire document is erased.

1 Select the desired User Inbox number → select the document containing the pages you want to erase → press [Edit Menu] → [Page Erase].



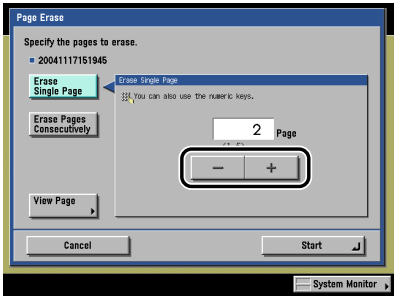
NOTE

If you select multiple documents and press [Page Erase], the selected (highlighted) document becomes the document pages will be erased from.

2 Press [Erase Single Page] or [Erase Pages Consecutively] → specify the number(s) of the page(s) you want to erase.

● **If [Erase Single Page] is selected:**

❑ Select the page to be erased using [-] and [+].

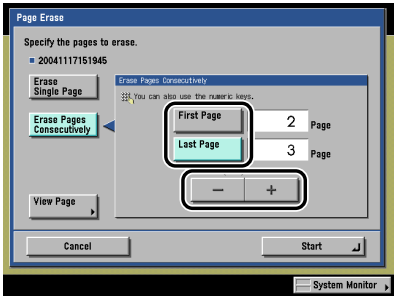


If you enter a value using ⓪ - ⑨ (numeric keys) outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

You can check image stored in the document you have selected by pressing [View Page]. (See "Checking an Image in a Document," on p. 2-68.)

● **If [Erase Pages Consecutively] is selected:**

❑ Press [First Page] and [Last Page] → select the first and last pages to be erased using [-] or [+].



If you enter a value using ⓪ - ⑨ (numeric keys) outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

You can check image stored in the document you have selected by pressing [View Page]. (See "Checking an Image in a Document," on p. 2-68.)

3 **Press [Start].**

4 **Press [Yes].**

If you do not want to erase the page, select [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

5 **Press [Done].**

The display returns to the Inbox Selection screen.

Basic Copying and Mail Box Features

CHAPTER 3

This chapter describes the basic Copying and Mail Box features.

Exposure and Original Type Settings 3-2
- Manual Exposure Adjustment 3-2
- Original Type Selection 3-3
- Automatic Exposure Adjustment 3-6
- Exposure Adjustment during Copying/Printing 3-8

Changing the Copy (Zoom) Ratio 3-9
- Preset Zoom 3-9
- Zoom by Percentage 3-12
- Auto Zoom 3-14
- Entire Image 3-17
- Reducing/Enlarging Using the Original and Copy/Record Sizes 3-18
- Setting the X and Y Axes Independently 3-25

Collating Copies/Prints 3-30
- Page Order (Collate) 3-36
- Same Page (Group) 3-41
- Page Order (Staple) 3-46

Two-Sided Copying/Printing 3-52
- 1 to 2-Sided 3-52
- 2 to 2-Sided 3-57
- 2 to 1-Sided 3-59
- Book to 2-Sided 3-61

Scanning Two-Sided Originals 3-65

Merging Documents 3-67

Exposure and Original Type Settings

NOTE

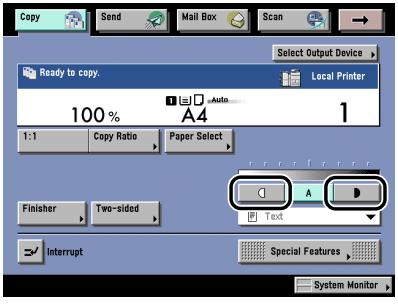
You can change the exposure while the machine is printing.

Manual Exposure Adjustment

You can manually adjust the exposure to the most appropriate level for the original.

Copying

1 Place your originals → press [◐] or [◑].



Press [◐] to move the indicator to the left to make the exposure lighter, or press [◑] to move it to the right to make the exposure darker.

2 Press ◎.

Copying starts.

NOTE

To cancel all settings and return the machine to the Standard mode, press ◎.

1 **Follow the procedure below to specify an inbox.**

❑ Select the desired User Inbox number to display the Document Selection screen.

❑ Press [Scan].

If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

2 **Adjust exposure manually in accordance with "Copying," on p. 3-2.**

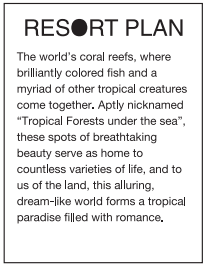
NOTE

To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◎.

Original Type Selection

You can manually select the original type according to the type of image. The following three original type modes are available.

Text Mode


RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

Text/Photo Mode

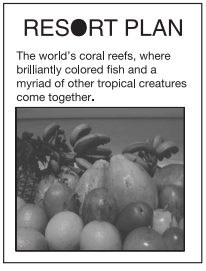

RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.

Photo Mode

IMPORTANT

- *Combinations of these three modes (Text, Text/Photo, or Photo) cannot be selected at the same time. If you select one of these modes, the previously set mode is cancelled.*
- *If you make copies of an original containing halftones, such as a printed photo, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. If this happens, you can lessen the moiré effect by using the Sharpness mode. (See "Adjusting the Contrast," on p. 4-79.)*

NOTE

- *If you select the Text, Text/Photo, or Photo mode, the exposure can be adjusted only by manual exposure control. Automatic exposure control cannot be selected.*
- *If the original is a transparency, select the original type → adjust the exposure to the most appropriate level for the original.*

■ Text Mode

This mode is best suited for text originals. Blueprints or pencil drawn originals can also be copied/scanned clearly.

■ Text/Photo Mode

This mode is best suited for originals containing both text and photos.

■ Photo Mode

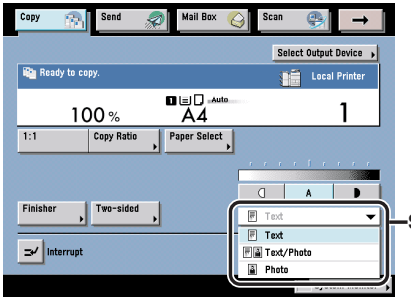
This mode is best suited for photos printed on photographic paper.

■ Printed Image Mode

This mode is best suited for making copies of images printed with halftone dots. The Printed Image Mode is available only if Photo Mode in Copy Settings (from the Additional Functions screen) is set to 'On'.

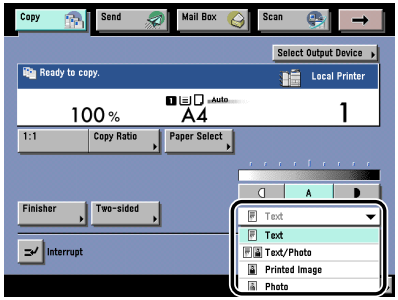
Copying

1 Place your originals → press the original type drop-down list → select the original type ([Text], [Text/Photo], or [Photo]).



NOTE

If Photo Mode in Copy Settings (from the Additional Functions screen) is set to 'On', you can select [Printed Image] or [Photo]. (See "Setting the Photo Mode for the Copying Function," on p. 8-17.)



2 Press ◎.

Copying starts.

NOTE

To cancel all settings and return the machine to the Standard mode, press ◎.

Mail Box

1 Follow the procedure below to specify an inbox.

❑ Select the desired User Inbox number to display the Document Selection screen.

❑ Press [Scan].

If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

2 **Select the original type in accordance with "Copying," on p. 3-4.**

NOTE

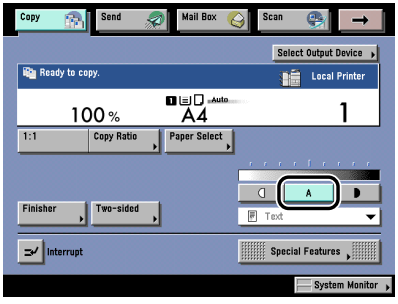
- *If Photo Mode in Mail Box Setting (from the Additional Functions screen) is set to 'On', you can select [Printed Image] or [Photo]. (See "Setting the Photo Mode for the Mail Box Function," on p. 8-30.)*
- *To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◎.*

Automatic Exposure Adjustment

This mode enables you to set the machine to automatically adjust the exposure to the level best suited to the quality of the original.

Copying

1 **Place your originals → press [A].**



The machine automatically adjusts the exposure to the level best suited to the quality of the original.

NOTE

An automatic copy exposure adjustment may not work with transparencies. In this case, adjust the exposure manually by pressing [◐] or [◑].

2 Press ◎.

Copying starts.

NOTE

To cancel all settings and return the machine to the Standard mode, press ◎.

Mail Box

1 Follow the procedure below to specify an inbox.

❑ Select the desired User Inbox number to display the Document Selection screen.

❑ Press [Scan].

If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

2 Set the Automatic Exposure Adjustment mode in accordance with "Copying," on p. 3-6.

NOTE

To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◎.

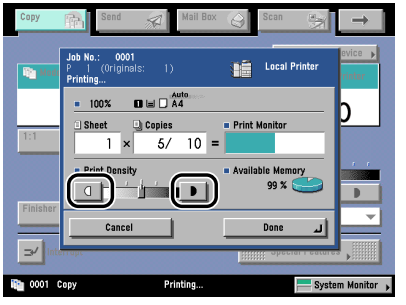
Exposure Adjustment during Copying/Printing

You can change the exposure while the machine is printing.

IMPORTANT

You cannot change the exposure when printing documents stored in the Memory RX Inbox or Confidential Fax Inboxes.

1 Press [◐] or [◑] on the screen that is displayed while the machine is printing.



Press [◐] to move the indicator to the left to make the exposure lighter, or press [◑] to move it to the right to make the exposure darker.

The exposure is changed. When printing is complete, the display returns to the Regular Copy Basic Features screen (for the Copy function) or the Inbox Selection screen (for the Mail Box function).

NOTE

If the copy exposure has been changed on the Regular Copy Basic Features screen (for the Copy function) or while the document is being scanned (for the Mail Box function), adjusting the exposure during printing may not have any effect on the output.

Changing the Copy (Zoom) Ratio

You can set the machine to adjust the copy (zoom) ratio automatically, or you can specify the copy (zoom) ratio manually.

NOTE

To set the copy (zoom) ratio to 100%, press [1:1].

Preset Zoom

The machine offers you a variety of preset copy (zoom) ratios to reduce or enlarge standard size originals to another standard paper (record) size.

IMPORTANT

- *Place the originals horizontally in the following cases:*
  - *If you are enlarging A4 originals to A3*
  - *If you are enlarging A5 originals to A3 (only when the original is placed on the platen glass)*
- *If you are reducing A3 originals to A4 with Auto Orientation in Copy Settings (from the Additional Functions screen) set to 'Off', load A4R paper in Paper Drawer 3 or 4, or the stack bypass.*

NOTE

Placing an original horizontally means setting the original with the longer side sideways. (See Chapter 2, "Basic Operations," in the Reference Guide.)

■ Reduction

The available preset copy (zoom) ratios for reducing originals are:

- A3 → A4 (70%)
- A3 → A5 (50%)
- Minimum (25%)

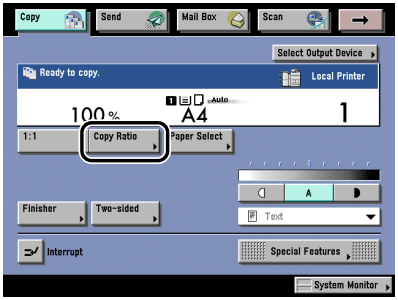
■ Enlargement

The available preset copy (zoom) ratios for enlarging originals are:

- Maximum* (400%)
- A5 → A3 (200%)
- A4 → A3 (141%)

* Only when placed on the platen glass

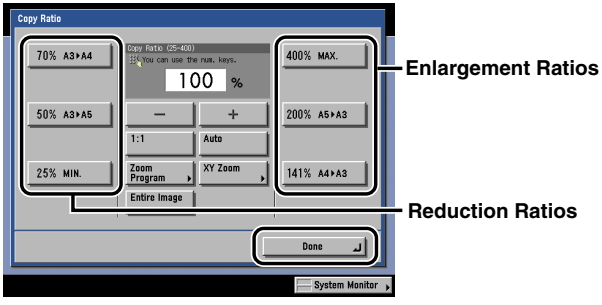
1 Place your originals → press [Copy Ratio].



IMPORTANT

The Paper Select setting must be set to 'Auto'. To do so, press [Paper Select] → [Auto] → [Done].

2 To reduce the original image, select a preset reduction ratio. To enlarge the original image, select a preset enlargement ratio. Following your selection, press [Done].



The selected mode is set, the display returns to the Regular Copy Basic Features screen, and the selected copy ratio is displayed.

3 Press ◎.

Copying starts.

NOTE

- *To return the copy ratio to 100%, press [1:1].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

Mail Box

1 Follow the procedure below to specify an inbox.

❑ Select the desired User Inbox number to display the Document Selection screen.

❑ Press [Scan].

If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

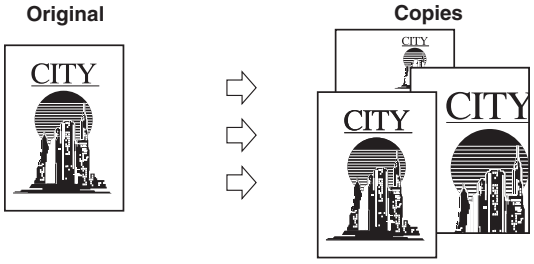
2 Specify the zoom ratio in accordance with "Copying," on p. 3-10.

NOTE

To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◎.

Zoom by Percentage

You can reduce or enlarge originals by any copy (zoom) ratio, in 1% increments. The available copy ratios are from 25% to 400% when the original is placed on the platen glass, and from 25% to 200% when the original is placed in the feeder. The same copy ratio is used for the horizontal (X) and vertical (Y) axes.

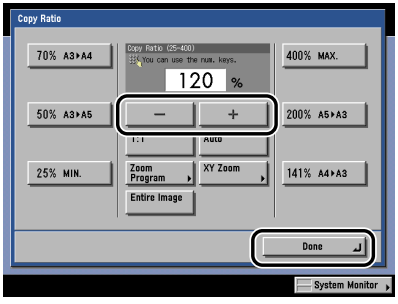


Copying

1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 Press [-] or [+] to set a copy ratio → press [Done].



If you enter a value using ⓪ - ⑨ (numeric keys) outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

The selected mode is set, the display returns to the Regular Copy Basic Features screen, and the specified copy ratio is displayed.

3 Press ◎.

Copying starts.

NOTE

- *To return the copy ratio to 100%, press [1:1].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

Mail Box

1 Follow the procedure below to specify an inbox.

❑ Select the desired User Inbox number to display the Document Selection screen.

❑ Press [Scan].

If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

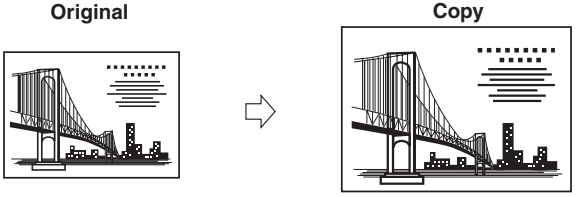
2 Specify the zoom by percentage and scan originals in accordance with "Copying," on p. 3-12.

NOTE

To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◎.

Auto Zoom

You can set the machine to automatically select the appropriate copy (zoom) ratio based on the size of the original and the selected copy paper (record size). The same copy (zoom) ratio is used for the horizontal (X) and vertical (Y) axes. The available copy ratios are from 25% to 400% when the original is placed on the platen glass, and from 25% to 200% when the original is placed in the feeder.



IMPORTANT

- *The Auto Zoom mode cannot be used with the following mode(s).*
  - *Copy: Automatic Paper Selection, Image Repeat (Auto), Cover/Sheet Insertion (Tab Paper), Tab Paper Creation*
- *You cannot scan/copy highly transparent originals, such as transparencies, using the Auto setting on the Copy Ratio screen. Use the preset Zoom or Zoom by Percentage mode instead.*
- *To use the Auto setting on the Copy (Zoom) Ratio screen, your originals must conform to one of the standard paper sizes:A3, A4, A4R, A5, A5R, or A6R. (You can place A5R and A6R originals only on the platen glass.)*

NOTE

If you notice a difference between the automatic copy (zoom) ratio and the actual copy/record size, you can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the Reference Guide.)

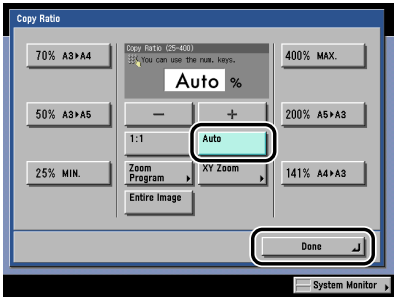
1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

IMPORTANT

Make sure that you select a paper size other than [Auto]. If you do not select a paper size, the copy ratio is automatically set to match the size of paper loaded in paper drawer 1.

2 Press [Auto] → [Done].



The selected mode is set, the display returns to the Regular Copy Basic Features screen and the copy ratio generated by the machine is displayed.

3 Press ◎.

Copying starts.

NOTE

- *If the original is placed on the platen glass, the copy ratio automatically appears when the feeder is closed, provided that the original size can be detected.*
- *If the original is placed in the feeder, the copy ratio appears when ◎ is pressed.*
- *To return the copy (zoom) ratio to 100%, press [1:1].*
- *To cancel this setting, press [Copy Ratio] → [Auto].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

1 Follow the procedure below to specify an inbox.

❑ Select the desired User Inbox number to display the Document Selection screen.

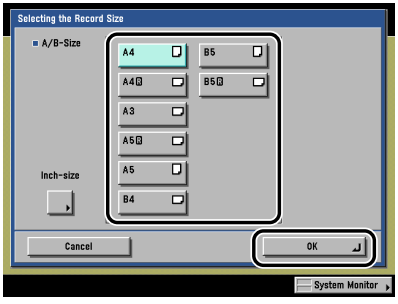
❑ Press [Scan].

If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

2 Press [Copy Ratio].

3 Select a record size by pressing [Auto] → press [OK].



NOTE

To select an inch paper size, press [Inch-size].

4 Press ◇.

Scanning starts.

NOTE

- *If the original is placed on the platen glass, the zoom ratio automatically appears when the feeder is closed, provided that the original size can be detected.*
- *If the original is placed in the feeder, the zoom ratio appears when ◇ is pressed.*
- *To cancel this setting, press [Copy Ratio] → [Auto] → [Cancel].*
- *To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◇.*

Entire Image

If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. However, if you set the Entire Image mode, the image is slightly reduced so that the entire image is copied without being cut off.

IMPORTANT

The Entire Image mode cannot be used with the following mode(s).

- *Copy: Cover/Sheet Insertion (Tab Paper), Booklet, Frame Erase, Image Combination, Image Repeat, Mirror Image, Tab Paper Creation, Page/Copy Set Numbering, Watermark/Print Date*

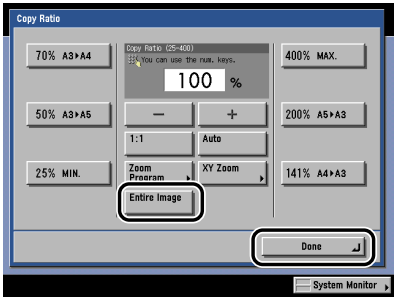
NOTE

- *The Entire Image mode is available for the Copy function only.*
- *The reduction ratios when the Entire Image mode is specified are:*
  - *A3 : 98.1 %*
  - *A4 : 97.3 %*
  - *A5 : 96.2 %*

1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 Press [Entire Image] → [Done].



The selected mode is set, and the display returns to the Regular Copy Basic Features screen.

3 **Press ◎.**

Copying starts.

NOTE

- *To cancel this setting, press [Copy Ratio] → [Entire Image].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

Reducing/Enlarging Using the Original and Copy/Record Sizes

The Zoom Programme mode enables you to reduce or enlarge originals by individually entering the dimensions of the original and copy paper (record size).

The available copy ratios are from 25% to 400% when the original is placed on the platen glass, and from 25% to 200% when the original placed in the feeder.

The following two Zoom Programme modes are available.

IMPORTANT

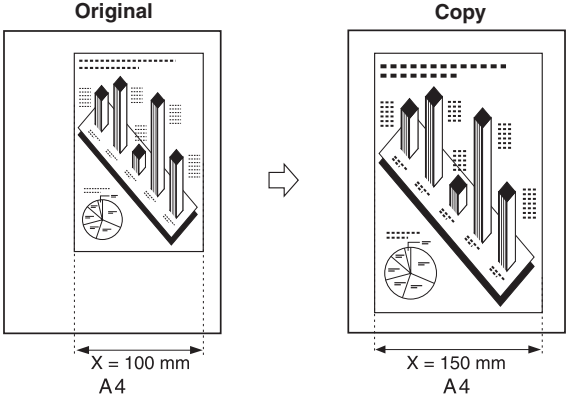
Zoom Programme modes cannot be used with the following modes(s).
- Copy: Cover/Sheet Insertion (Tab Paper), Tab Paper Creation

NOTE

The specified sizes are converted into a copy (zoom) ratio (%) by the machine using the formula below. The result is rounded to the closest integer.
Copy (zoom) ratio (%) = (copy (record) size/original size) x 100

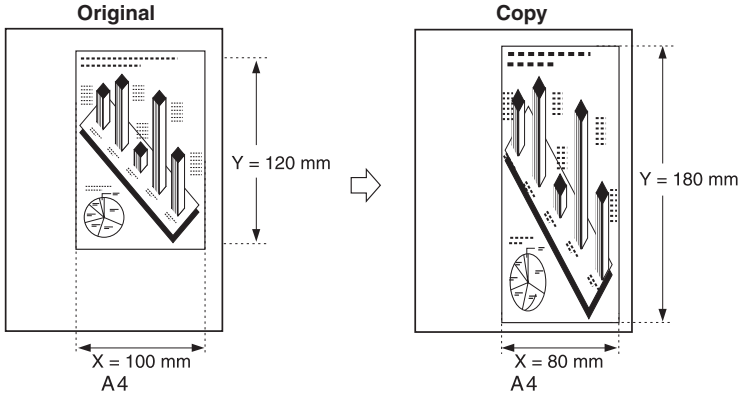
■ Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom)

You can set the same copy (zoom) ratio for both the horizontal (X) and vertical (Y) axes.



■ Making Copies (Scanning) with Different XY Copy/Zoom Ratios (XY Zoom)

You can set different copy (zoom) ratios for the horizontal (X) and vertical (Y) axes.



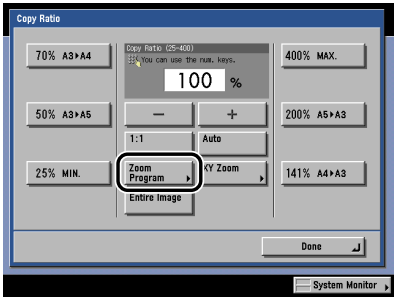
Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom)

■ Copying

1 **Place your originals → press [Copy Ratio].**

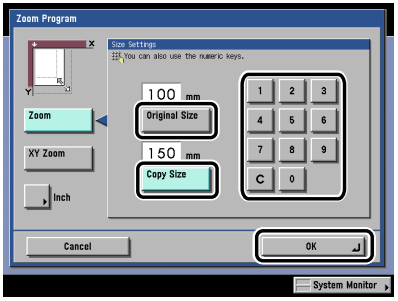
If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 **Press [Zoom Program].**



3 Use the numeric keys on the touch panel display to enter values for the original size and copy size.

- ❑ Press [Original Size] → enter a value.
- ❑ Press [Copy Size] → enter a value.
- ❑ Press [OK].



You can enter either the width or the length of the original size. If you enter the width for the original size, make sure to enter the width for the copy (record) size as well, and vice versa.

The machine automatically calculates the correct copy (zoom) ratio based on the values you entered; however, the original image may be cut off slightly depending on the paper (record) size.

If the computation results in a zoom ratio greater than 200%, place your original on the platen glass.

If the computation results in a zoom ratio less than 25% or greater than 400%, a message appears telling you that values below 25% will be set to 25%, and values above 400% will be set to 400%.

The selected mode is set, the display returns to the Regular Copy Basic Features screen and the copy (zoom) ratio generated by the machine is displayed.

NOTE

- *For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *To specify the horizontal (X) and vertical (Y) axis independently, press [XY Zoom].*

4 Press ◎.

Copying starts.

NOTE

- *To return the copy (zoom) ratio to 100%, press [1:1].*
- *To cancel this setting, press [Copy Ratio] → [Zoom Program] → [Cancel].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

■ Mail Box

1 Follow the procedure below to specify an inbox.

❑ Select the desired User Inbox number to display the Document Selection screen.

❑ Press [Scan].

If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

2 Specify the Zoom Programme (Zoom) mode and scan originals in accordance with "Copying," on p. 3-19.

For the Mail Box function, enter the Original Size and Record Size.

NOTE

- *To cancel this setting, press [Copy Ratio] → [Zoom Program] → [Cancel].*
- *To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◎.*

Making Copies (Scanning) with Different XY Copy/Zoom Ratios (XY Zoom)

■ *Copying*

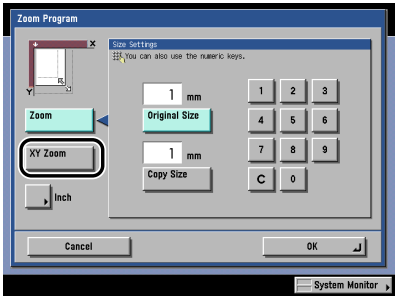
1 **Place your originals → press [Copy Ratio].**

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 **Press [Zoom Program].**

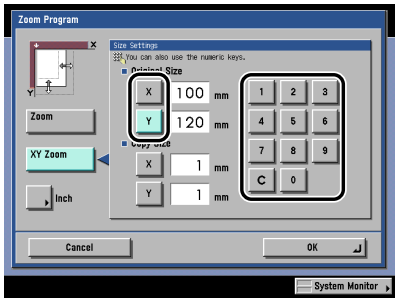
If necessary, see the screen shot in step 2 of "Copying" in "Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom)," on p. 3-19.

3 **Press [XY Zoom].**

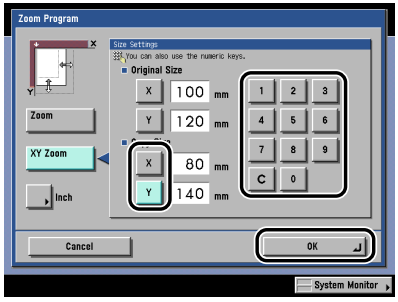


4 Use the numeric keys on the touch panel display to enter values for the original size and copy (record) size.

- ❑ Press [X] (horizontal axis) for Original Size → enter a value.
- ❑ Press [Y] (vertical axis) for Original Size → enter a value.



- ❑ Press [X] (horizontal axis) for Copy Size → enter a value.
- ❑ Press [Y] (vertical axis) for Copy Size → enter a value.
- ❑ Press [OK].



If the computation results in a zoom ratio greater than 200%, place your original on the platen glass.

If the computation results in a zoom ratio less than 25% or greater than 400%, a message appears telling you that values below 25% will be set to 25%, and values above 400% will be set to 400%.

The selected mode is set, the display returns to the Regular Copy Basic Features screen and the copy ratios generated by the machine for the X and Y axes are displayed.

NOTE

- *For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *To specify the same copy ratio for both the horizontal (X) and vertical (Y) axes, press [Zoom].*

5 Press ◎.

Copying starts.

NOTE

- *To return the copy (zoom) ratio to 100%, press [1:1].*
- *To cancel this setting, press [Copy Ratio] → [Zoom Program] → [Cancel].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

■ *Mail Box*

1 Follow the procedure below to specify an inbox.

❑ Select the desired User Inbox number to display the Document Selection screen.

❑ Press [Scan].

If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

2 Specify the Zoom Programme (XY Zoom) mode in accordance with "Copying," on p. 3-22.

For the Mail Box function, enter the Original Size and Record Size.

NOTE

- *To cancel this setting, press [Copy Ratio] → [Zoom Program] → [Cancel].*
- *To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◎.*

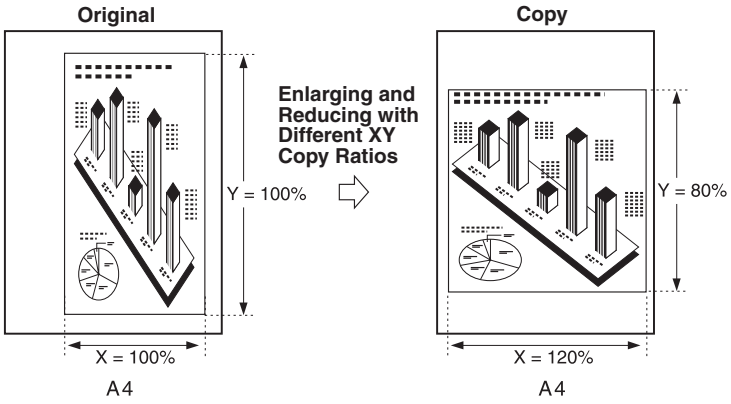
Setting the X and Y Axes Independently

The XY Zoom mode enables you to make reduced or enlarged copies with different XY copy (zoom) ratios expressed in percentages. The available copy ratios are from 25% to 400% when the original is placed on the platen glass, and from 25% to 200% when the original is placed in the feeder.

The following two XY Zoom modes are available.

■ Manually Specifying the Copy/Zoom Ratio (XY Zoom)

You can manually set different copy (zoom) ratios for the horizontal (X) and vertical (Y) axes, expressed in percentages and in 1% increments.

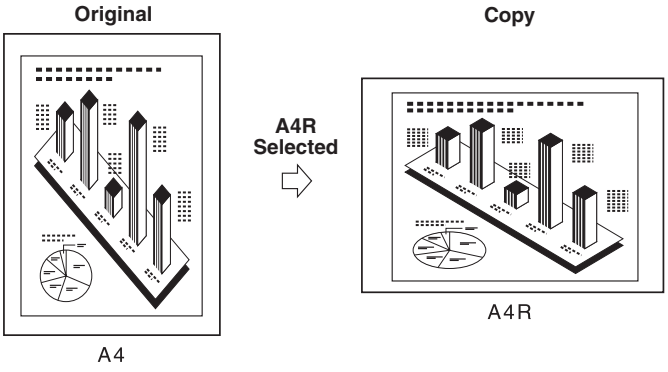


NOTE

If you set the copy (zoom) ratio with the XY Zoom mode, the image of the original may be rotated before being printed on the paper depending on the outcome of the computation executed by the machine using the original size and the specified copy (zoom) ratio.

■ Automatically Specifying the Copy Ratio (Auto XY Zoom)

The XY copy ratio is automatically set to suit the size of the selected paper.



IMPORTANT

- *The Auto XY Zoom mode cannot be used with the following mode(s).*
  - *Copy: Automatic Paper Selection, Cover/Sheet Insertion (Tab Paper), Image Repeat (Auto), Tab Paper Creation*
- *You cannot copy highly transparent originals, such as transparencies, in the Auto XY Zoom mode. Manually specify the copy (zoom) ratio for these types of originals.*
- *If you set the Auto XY Zoom mode, select the paper size using the Manual Paper Selection mode. If you do not select a paper size, paper drawer 1 is automatically selected and the copy (zoom) ratio is set to match the size of the paper loaded in that drawer.*
- *If you set the copy (zoom) ratio in the Auto XY Zoom mode, Auto Orientation is not performed.*

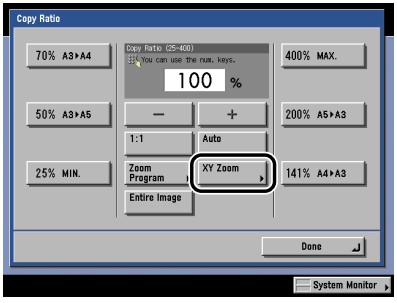
NOTE

- *The Auto XY Zoom mode is available for the Copy function only.*
- *If you notice a difference between the copy (zoom) ratio and the actual print size, you can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the Reference Guide.)*

1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 Press [XY Zoom].



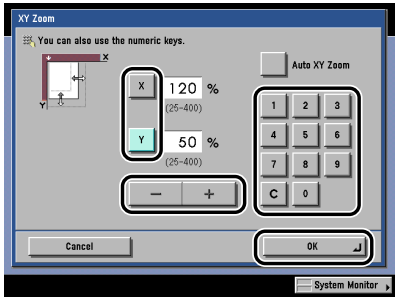
3 Specify the desired copy ratios.

● **To manually specify the copy ratios (XY Zoom):**

❑ Press [X] (horizontal axis) → enter a value.

❑ Press [Y] (vertical axis) → enter a value.

❑ Press [OK].



If you enter a value using ⓪ - ⑨ (numeric keys) outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

The selected mode is set, the display returns to the Regular Copy Basic Features screen and the specified copy ratios are displayed.

● **To have the copy ratios automatically specified (Auto XY Zoom):**

❑ Press [Auto XY Zoom] → [OK].

The display returns to the Regular Copy Basic Features screen, and the copy ratios generated by the machine are displayed.

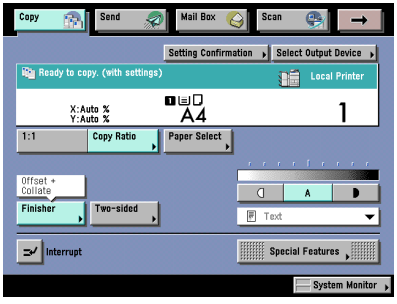
IMPORTANT

If you select [Auto XY Zoom], make sure that you select a paper size other than [Auto]. If you do not specify a paper size, paper drawer 1 is automatically selected and the copy ratios are set to match the size of the paper loaded in that drawer.

NOTE

If you select [Auto XY Zoom] in the following cases, <X: Auto %> and <Y: Auto %> are displayed as the copy ratios on the Regular Copy Basic Features screen:

- *When the original is placed in the feeder*
- *When the machine is not able to detect the size of the original placed on the platen glass*



4 Press ◎.

Copying starts.

NOTE

- *To return the copy (zoom) ratio to 100%, press [1:1].*
- *To cancel this setting, press [Copy Ratio] → [XY Zoom] → [Cancel].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

1 Follow the procedure below to specify an inbox.

❑ Select the desired User Inbox number to display the Document Selection screen.

❑ Press [Scan].

If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

2 Specify XY Zoom mode in accordance with "Copying," on p. 3-27.

NOTE

- *To cancel this setting, press [Copy Ratio] → [XY Zoom] → [Cancel].*
- *To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◎.*

Collating Copies/Prints

The Finisher modes can be selected to collate the outputs in various ways, either by pages or copy/print sets. You can specify whether the printed sheets are output face up or face down.

IMPORTANT

The Finisher modes cannot be set if transparencies, tracing paper, or labels is selected.

NOTE

- *For instructions on using the optional finishers, see Chapter 3, "Optional Equipment," in the Reference Guide.*
- *To specify whether the printed sheets are output face up or face down, press [Face Up/Face Down] and select from the following:*
  - *[Auto]: If you copy a single page original, or copy on nonstandard sized paper or other available paper loaded in the stack bypass, the printed sheets are output face up. Otherwise, the printed sheets are output face down.*
  - *[Face Down (Normal)]: Printed sheets are always output face down.*
  - *Face Up (Reverse)]: Printed sheets are always output face up.*
- *If you set the Staple or Hole Punch mode, the side of the paper which is printed on will always be output face down.*

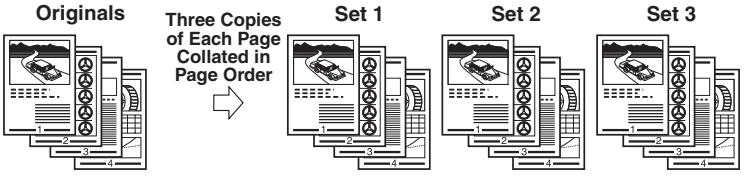
■ The table below shows all the finishing features that are available with each different optional unit, and the paper sizes that can be used.

√: Available
–: Unavailable

Optional Unit	Offset	Rotate	Staple			Hole Punch	Face Up/ Down Setting
			Corner	Double	Saddle Stitch		
Copy Tray-L1	–	√ A4, A4R	–	–	–	–	√
Shift Tray-D1	√ A3, A4	–	–	–	–	–	√
Finisher-T1	√ A3, A4, A4R	–	√ A3, A4R (30 sheets); A4 (50sheets)	√ A3, A4R (30 sheets); A4 (50sheets)	–	–	√
Finisher-T1+Puncher Unit-L1	√ A3, A4, A4R	–	√ A3, A4R (30 sheets); A4 (50sheets)	√ A3, A4R (30 sheets); A4 (50sheets)	–	√ A3, A4, A4R	√
Saddle Finisher-T2	√ A3, A4, A4R	–	√ A3, A4R (30 sheets); A4 (50 sheets)	√ A3, A4R (30 sheets); A4 (50 sheets)	√ A3, A4R (15 sheets)	–	√
Saddle Finisher-T2+Puncher Unit-L1	√ A3, A4, A4R	–	√ A3, A4R (30 sheets); A4 (50 sheets)	√ A3, A4R (30 sheets); A4 (50 sheets)	√ A3, A4R (15 sheets)	√ A3, A4, A4R	√

■ If the Collate Mode Is Set:

The copies are automatically collated into sets arranged in page order. The output is as follows:



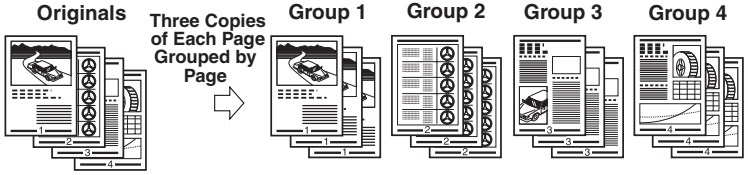
IMPORTANT

The Collate mode cannot be used with the following mode(s).

- *Copy: Booklet, Transparency Interleaving*
- *Mail Box: Booklet*

■ If the Group Mode Is Set:

All copies of the same original page are grouped together. The output is as follows:



IMPORTANT

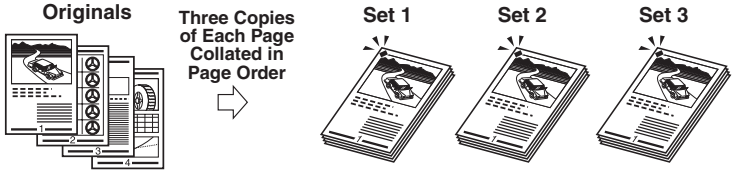
The Group mode cannot be used with the following mode(s).

- *Copy: Sample Set, Cover/Sheet Insertion, Booklet, Transparency Interleaving, Tab Paper Creation, Copy Set Numbering*
- *Mail Box: Sample Print, Cover/Job Separator, Cover/Sheet Insertion, Booklet, Tab Paper Creation, Copy Set Numbering*

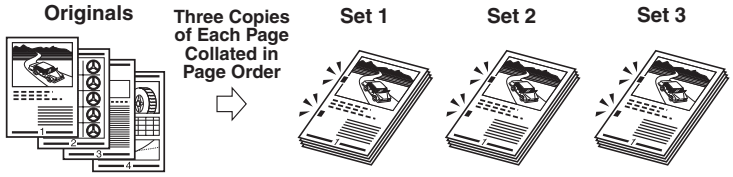
■ If the Staple Mode Is Set:

The copies are automatically collated into sets arranged in page order and stapled. The output is as follows:

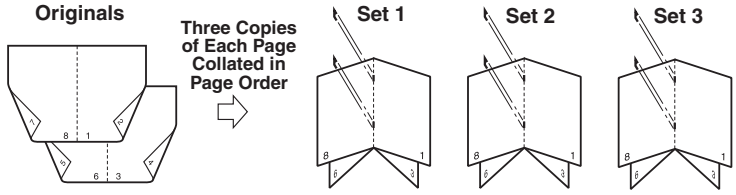
- If you select [Corner] (Top Left):



- If you select [Double] (Left):



- If you select [Saddle Stitch]:



IMPORTANT

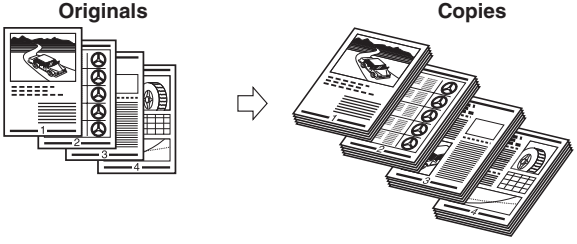
- *The Staple mode cannot be used with the following mode(s).*
  - *Copy: Booklet, Transparency Interleaving*
  - *Mail Box: Booklet*
- *The Saddle Stitch mode cannot be used with the following mode(s) in addition to the modes mentioned above.*
  - *Copy: Remote or Cascade Copy, Hole Punch, 2 ▸ 1-Sided, Book ▸ 2-Sided, Automatic Paper Selection, Two-page Separation, Cover/Sheet Insertion, Image Combination, Form Composition, Tab Paper Creation, Page/Copy Set Numbering, Watermark/Print Date*
  - *Mail Box: Automatic Paper Selection, Cover/Job Separator, Cover/Sheet Insertion, Form Composition, Tab paper Creation, Page/Copy Set Numbering, Watermark/Print Date*
- *If [Add Cover] is selected in the Saddle Stitch mode, it cannot be used with the following mode(s) in addition to the modes mentioned above.*
  - *Copy: Image Repeat, Mirror Image*
- *The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.*

NOTE

- *To use the Saddle Stitch mode, the original (stored document) must already be in booklet form. (See "Booklet Mode," on p. 4-27 and "Booklet Scanning," on p. 4-36.)*
- *[Saddle Stitch] can be set only if the 1 ▶ 2-Sided, 2 ▶ 2-Sided, or Two-Sided Printing mode is selected. (See "Two-Sided Copying/Printing" on p. 3-52.)*

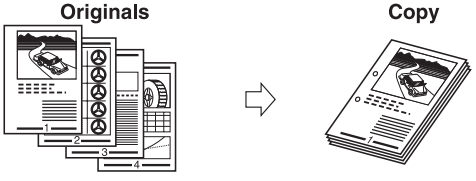
■ If No Finisher Mode Is Set:

If the Collate, Group, and Staple modes are not set, copies are output as follows:



■ If the Hole Punch Mode Is Set:

The machine punches two holes in the output.

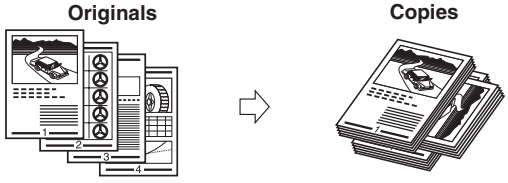


IMPORTANT

- *The Hole Punch mode cannot be used with the following mode(s).*
  - *Copy: Saddle Stitch, Transparency Interleaving, Booklet*
  - *Mail Box: Booklet*

■ If the Rotate Mode Is Set:

If the copies are of the same size, the sheets are automatically collated into sets arranged in page order, and are output in alternating directions as follows:



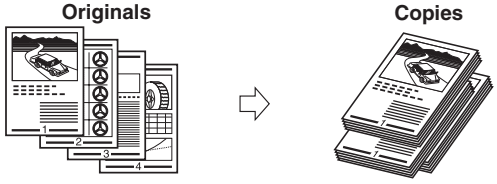
IMPORTANT

The Rotate mode cannot be used with the following mode(s).

- *Copy: Remote or Cascade Copy, Cover/Sheet Insertion, Booklet, Transparency Interleaving, Tab Paper Creation*
- *Mail Box: Automatic Paper Selection, Cover/Job Separator, Cover/Sheet Insertion, Booklet, Tab Paper Creation*

■ If the Offset Mode Is Set:

The copies are slightly offset vertically in the output tray as follows:



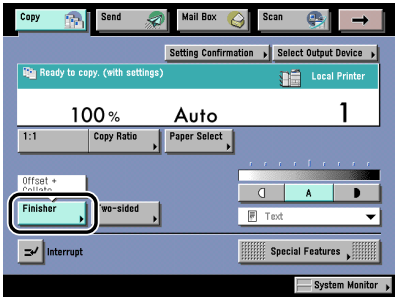
IMPORTANT

The Offset mode cannot be used with the following mode(s).

- *Copy: Booklet, Transparency Interleaving*
- *Mail Box: Booklet*

Copying

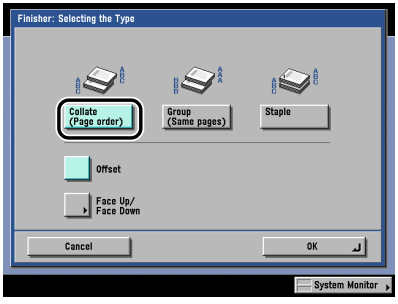
1 Place your originals → press [Finisher].



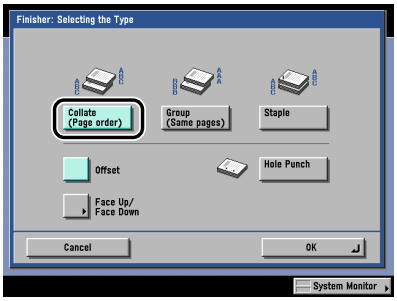
NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-15.)

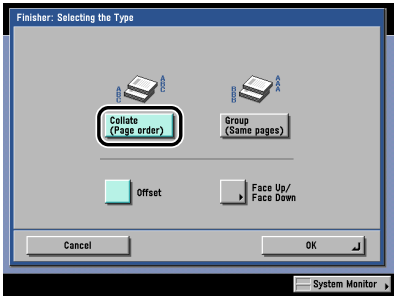
2 Press [Collate (Page order)].



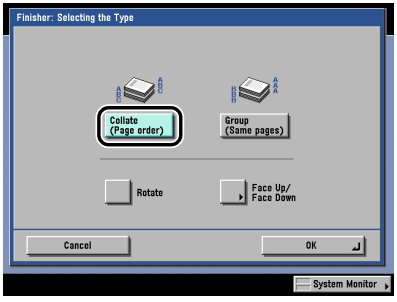
If the optional Finisher-T1 or Saddle Finisher-T2 is attached



If the optional Finisher-T1/Saddle Finisher-T2 and Puncher Unit-L1 are attached



If the optional Shift Tray-D1 is attached

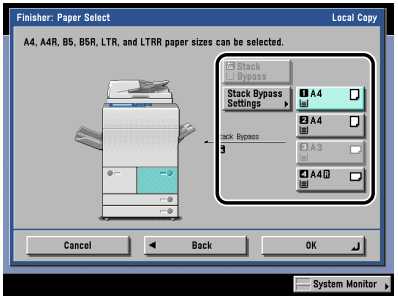


If the optional Copy Tray-L1 is attached

If you want to hole punches made, press [Hole Punch].

● **If you select [Rotate]:**

❑ Press [Next] → select [A4] or [A4R].

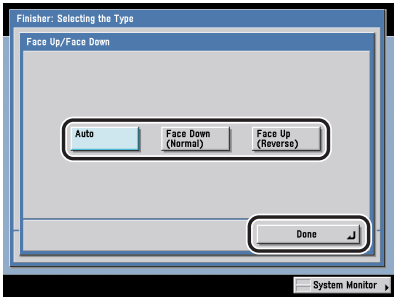


IMPORTANT

- *[Rotate] can be selected only in the following cases:*
  - *When the available paper size is selected manually*
  - *When the available paper size is loaded in both the horizontal and vertical directions*
  - *The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *If there is no paper which can be rotated, the output will be collated.*

● **If you select [Face Up/Face Down]:**

❑ Select [Auto], [Face Down (Normal)], or [Face Up (Reverse)] → press [Done]



Details of each item are shown below.

[Auto]:	If you copy a single page document, or copy on nonstandard sized paper or other available paper loaded in the stack bypass, the printed sheets are output face up. Otherwise, the printed sheets are output face down.
[Face Down (Normal)]:	Printed sheets are always output face down.
[Face Up (Reverse)]:	Printed sheets are always output face up.

3 Press [OK].

The selected mode is set, and the display returns to the Regular Copy Basic Features screen.

4 Press ◎.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◎ once for each original. When scanning is complete, press [Done].

Copying starts.

NOTE

- *To cancel this setting, press [Finisher] → [Cancel].*
- *To cancel all the settings and return the machine to the Standard mode, press ◎.*

1 When using the Mail Box function, instead of placing originals, follow the procedure below.

- ❑ Select the desired User Inbox number and the document to print.
- ❑ Press [Print].
- ❑ Press [Change Pr. Settings].

  If necessary, see the screen shots in steps 1 to 6 of "Printing Documents Stored in an Inbox," on p. 2-23.

  The Change Print Settings screen is displayed.

2 Specify the Collate settings in accordance with steps 1 to 3 of "Copying," on p. 3-36.

3 Press [Start Print].

If there is a current or reserved print job, the document is placed in the queue and is printed after the current or reserved job is complete.

Printing starts.

NOTE

- *To cancel this setting, press [Finisher] → [Cancel].*
- *To cancel all settings and return the machine to Standard Local Print Settings, press [Initial Settings]. To return to the Inbox Selection screen, press* ◎.

Same Page (Group)

Copying

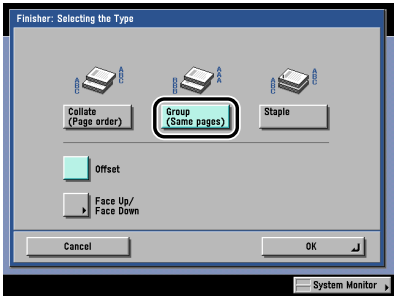
1 Place your originals → press [Finisher].

If necessary, see the screen shot in step 1 of "Copying" in "Page Order (Collate)," on p. 3-36.

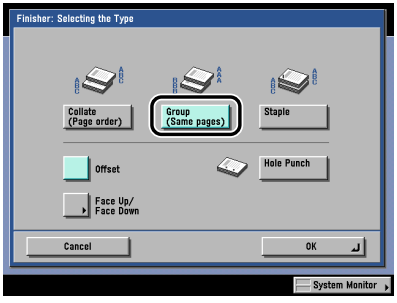
NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-15.)

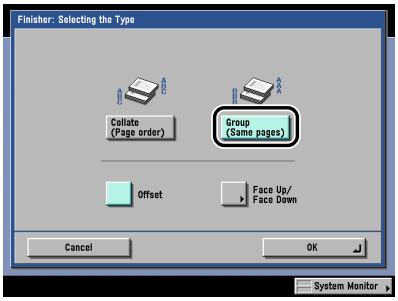
2 Press [Group (Same pages)].



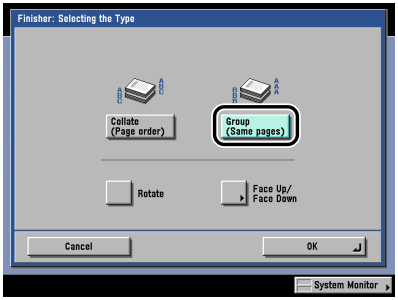
If the optional Finisher-T1 or Saddle Finisher-T2 is attached



If the optional Finisher-T1/Saddle Finisher-T2 and Puncher Unit-L1 are attached



If the optional Shift Tray-D1 is attached

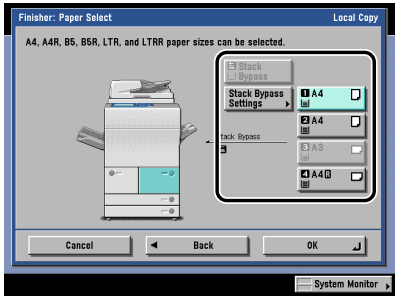


If the optional Copy Tray-L1 is attached

If you want hole punches made, press [Hole Punch].

● **If you select [Rotate]:**

❑ Press [Next] → select [A4] or [A4R].

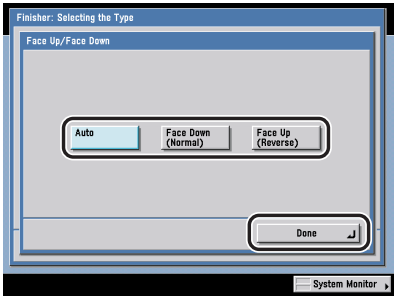


IMPORTANT

- *[Rotate] can be selected only in the following cases:*
  - *When the available paper size is selected manually*
  - *When the available paper size is loaded in both the horizontal and vertical directions*
  - *The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *If there is no paper which can be rotated, output will be collated.*

● **If you select [Face Up/Face Down]:**

❑ Select [Auto], [Face Down (Normal)], or [Face Up (Reverse)] → press [Done]



Details of each item are shown below.

[Auto]: If you copy a single page document, or copy on nonstandard sized paper or other available paper loaded in the stack bypass, the printed sheets are output face up. Otherwise, the printed sheets are output face down.

[Face Down (Normal)]: Printed sheets are always output face down.

[Face Up (Reverse)]: Printed sheets are always output face up.

3 Press [OK].

The selected mode is set, and the display returns to the Regular Copy Basic Features screen.

4 Press ◎.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◎ once for each original. When scanning is complete, press [Done].

Copying starts.

NOTE

- *To cancel this setting, press [Finisher] → [Cancel].*
- *To cancel all the settings and return the machine to the Standard mode, press ◎.*

1 **When using the Mail Box function, instead of placing originals, follow the procedure below.**

- ❑ Select the desired User Inbox number and the document to print.
- ❑ Press [Print].
- ❑ Press [Change Pr. Settings].

  If necessary, see the screen shots in steps 1 to 6 of "Printing Documents Stored in an Inbox," on p. 2-23.

  The Change Print Settings screen is displayed.

2 **Specify the Group settings in accordance with steps 1 to 3 of "Copying," on p. 3-41.**

3 **Press [Start Print].**

If there is a current or reserved print job, the document is placed in the queue and is printed after the current or reserved job is complete.

Printing starts.

NOTE

- *To cancel this setting, press [Finisher] → [Cancel].*
- *To cancel all settings and return the machine to Standard Local Print Settings, press [Initial Settings]. To return to the Inbox Selection screen, press* ◎.

Page Order (Staple)

IMPORTANT

The Staple mode can be set only if an optional finisher is attached.

Copying

1 Place your originals → press [Finisher].

If necessary, see the screen shot in step 1 of "Copying" in "Page Order (Collate)," on p. 3-36.

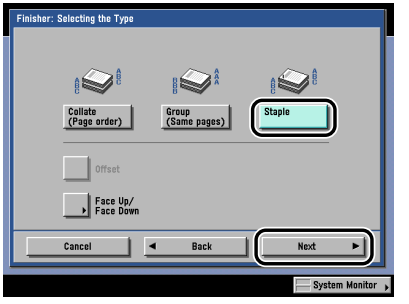
NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-15.)

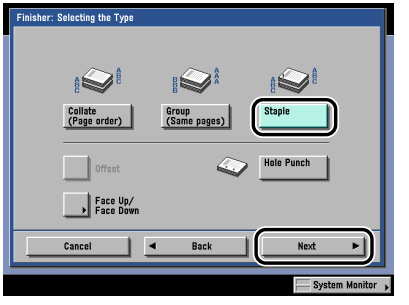
2 Specify the stapling settings.

If you want hole punches made, press [Hole Punch].

- **If the optional Finisher-T1 is attached:**
  - ❑ Press [Staple] → [OK].

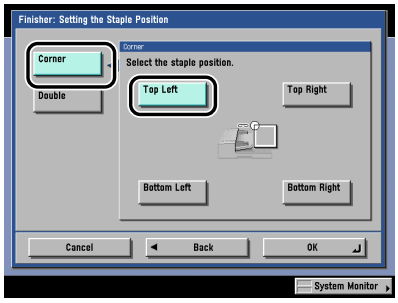


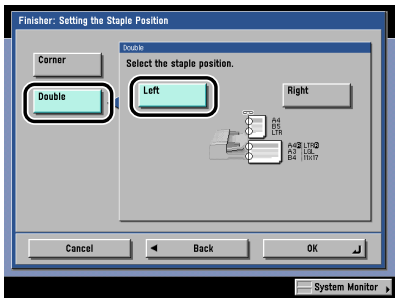
If the optional Finisher-T1 is attached



If the optional Finsher-T1 and Puncher Unit-L1 are attached

❑ Select the stapling type ([Corner] or [Double]) → select the stapling position → press [OK].

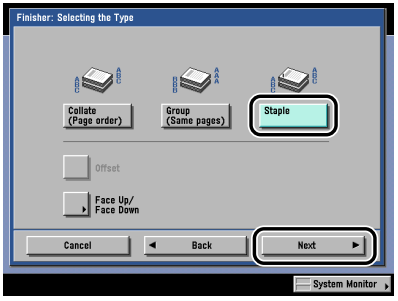




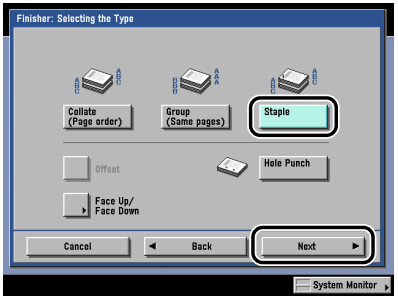
The selected mode is set, and the display returns to the Regular Copy Basic Features screen.

● **If the optional Saddle Finisher-T2 is attached:**

❑ Press [Staple] → [Next].



If the optional Saddle Finisher-T2 is attached

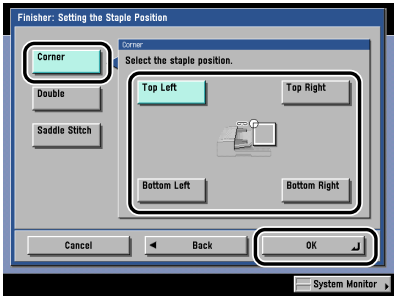


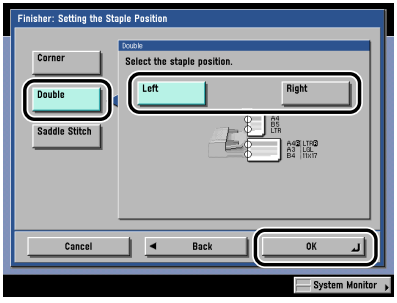
If the optional Saddle Finisher-T2 and Puncher Unit-L1 are attached

❑ Select the stapling type ([Corner], [Double], or [Saddle Stitch]).

If you want to select [Corner] or [Double]:

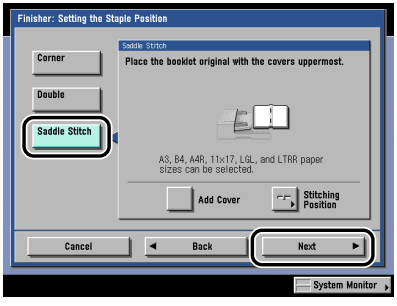
- Press [Corner] or [Double] → select the stapling position → press [OK].



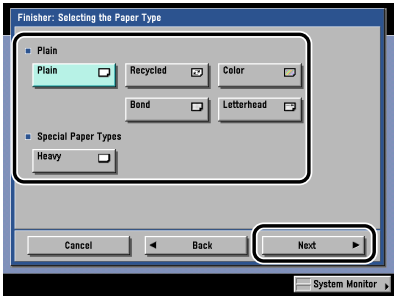


If you want to select [Saddle Stitch]:

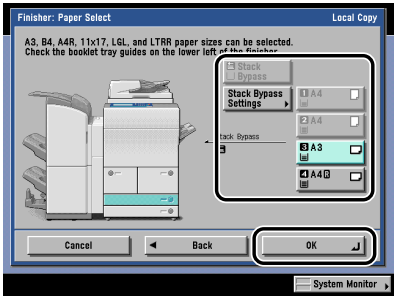
- Press [Saddle Stitch] → [Next].



- If [Add Cover] is selected, select whether to print on cover → press [Next].
- Select the type of paper for the cover if necessary → press [Next].



- Load the paper for the cover into the stack bypass.
- Select the paper size → press [OK].



The selected mode is set, and the display returns to the Regular Copy Basic Features screen.

IMPORTANT

- *Make sure to use the same paper size for the cover and the main document.*
- *Only 64 to 200 g/m^2 paper can be used for the cover page.*
- *Only 64 to 90 g/m^2 paper can be used for the main document.*
- *If you select [Add Cover], you cannot specify the stack bypass as the paer source used for the main document.*
- *Make sure to place the paper for the cover into the stack bypass with the surface you want to print on face down.*
- *When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.*

NOTE

- *You can adjust the saddle stitch position in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *[Stitching Position] is a shortcut key to Saddle Stitch Position Adjustment in Adjustment/ Cleaning (from the Additional Functions screen).*

3 Press ◎.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◎ once for each original. When scanning is complete, press [Done].

Copying starts.

NOTE

- *To cancel this setting, press [Finisher] → [Cancel].*
- *To cancel all the settings and return the machine to the Standard mode, press ◎.*

Mail Box

1 When using the Mail Box function, instead of placing originals, follow the procedure below.

❑ Select the desired User Inbox number and the document to print.

❑ Press [Print].

❑ Press [Change Pr. Settings].

If necessary, see the screen shots in steps 1 to 6 of "Printing Documents Stored in an Inbox," on p. 2-23.

The Change Print Settings screen is displayed.

2 Specify the Staple settings in accordance with steps 1 to 3 of "Copying," on p. 3-46.

3 Press [Start Print].

If there is a current or reserved print job, the document is placed in the queue and is printed after the current or reserved job is complete.

Printing starts.

NOTE

- *To cancel this setting, press [Finisher] → [Cancel].*
- *To cancel all settings and return the machine to Standard Local Print Settings, press [Initial Settings]. To return to the Inbox Selection screen, press ◎.*

Two-Sided Copying/Printing

For the Copying function, this mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals. For the Mail Box function, this mode enables you to print two successive pages of a document stored in a User Inbox, on both sides of a sheet of paper.

IMPORTANT

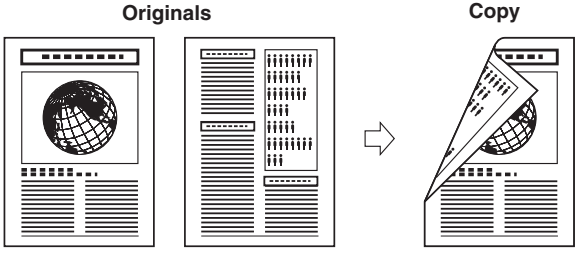
You may not be able to make two-sided copies/prints on some types of paper, depending on the paper.

NOTE

- *If you are copying in the Two-sided mode, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.*
- *The Two-sided mode you have selected is displayed above [Two-sided] on the Regular Copy Basic Features screen.*
- *Paper used to make two-sided copies/prints must conform to the following specifications:*
  - *Paper size: A3, A4, A4R, A5R*
  - *Paper weight: 64 to 200 g/m²*

1 to 2-Sided

This mode enables you to make two-sided copies from one-sided originals, or to print two successive pages of a document stored in a User Inbox onto both sides of a sheet of paper.



IMPORTANT

The 1 ▶2-Sided (Two-Sided Printing) mode cannot be used with the following mode(s).

- *Copy: Two-page Separation, Image Combination, Booklet, Transparency Interleaving, Tab Paper Creation*
- *Mail Box: Booklet, Tab paper Creation*

Copying

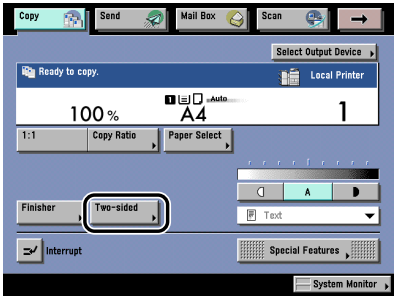
IMPORTANT

Make sure to place originals with a horizontal (landscape) orientation, such as A4R and A5R, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down.

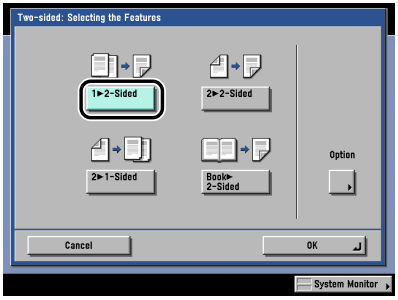
NOTE

- *If there are an odd number of originals, the back side of the last copy is left blank. (The machine's counter does not count the blank page as a copy.)*
- *If the Two-sided mode is used with the Different Size Originals mode, the copies of different size originals will be printed as one-sided copies on paper of their respective sizes. If you want to make two-sided copies with different size originals, you must select the paper size beforehand.*

1 Place your originals → press [Two-sided].



2 Press [1▶2-Sided].



To set the orientation of two-sided copies, press [Option] → select the type of two-sided orientation → press [Done].

Details of each item are shown below.

[Book Type]: The front and back sides of the copy will have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.

The display returns to the Two-sided feature selection screen.

3 Press [OK].

The display returns to the Regular Copy Basic Features screen, and <1▶2-Sided> is displayed above [Two-sided].

4 Press ◎.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◎ once for each original. When scanning is complete, press [Done].

Copying starts.

NOTE

- *To cancel this setting, press [Two-sided] → [Cancel].*
- *To cancel all the settings and return the machine to the Standard mode, press ◎.*

NOTE

- *If there are an odd number of pages in a document, the back side of the last print is left blank. (The machine's counter does not count the blank page as a print.)*
- *If the Two-sided Printing mode is used together with the Automatic Paper Selection mode, and the pages that you want to print are of different size, the different sized documents will be printed as one-sided prints on paper of their respective sizes. If you want such pages to be printed as two-sided documents, select the desired paper size beforehand.*

1 When using the Mail Box function, instead of placing originals, follow the procedure below.

❑ Select the desired User Inbox number and the document to print.

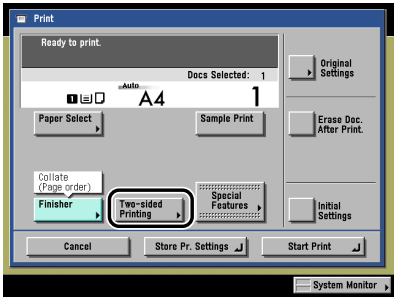
❑ Press [Print].

❑ Press [Change Pr. Settings].

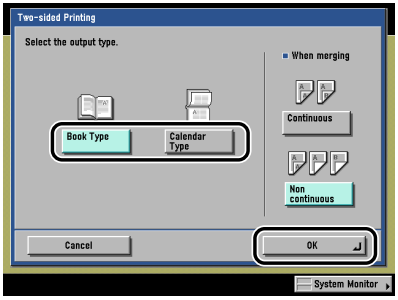
If necessary, see the screen shots in steps 1 to 6 of "Printing Documents Stored in an Inbox," on p. 2-23.

The Change Print Settings screen is displayed.

2 Press [Two-sided Printing].



3 Select the desired orientation → press [OK].



Details of each item are shown below.

[Book Type]: The front and back sides of the copy will have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.

If you want to print the first page of each document on the front when documents are merged and the Finisher mode is selected (except for [Group]), press [Non continuous].

If you want to print continuously without inserting any blank pages between the documents, press [Continuous].

The selected mode is set, and the display returns to the Change Print Settings screen.

4 Press [Start Print].

If there is a current or reserved print job, the document is placed in the queue and is printed after the current or reserved job is complete.

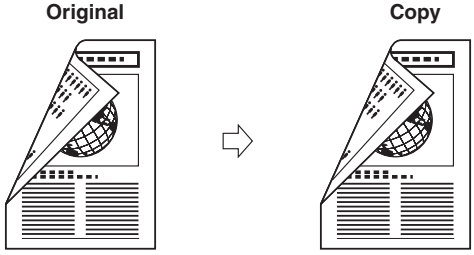
Printing starts.

NOTE

- *To cancel this setting, press [Two-sided Printing] → [Cancel].*
- *To cancel all settings and return the machine to Standard Local Print Settings, press [Initial Settings]. To return to the Inbox Selection screen, press ◇.*

2 to 2-Sided

This mode enables you to make two-sided copies from two-sided originals. If a two-sided original is placed in the feeder, it is automatically turned over so that both sides of the original are copied onto the front and back sides of a copy sheet.



IMPORTANT

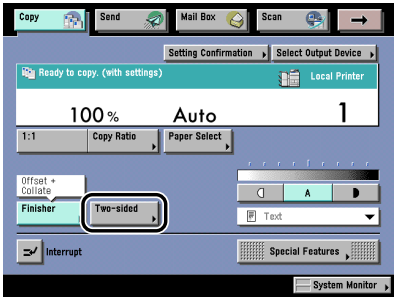
The 2 ▸2-Sided mode cannot be used with the following mode(s).

- *Copy: Two-page Separation, Image Combination, Booklet, Transparency Interleaving, Scan Image Check, Tab Paper Creation*

NOTE

The 2 ▸2-Sided mode is available for the Copying function only.

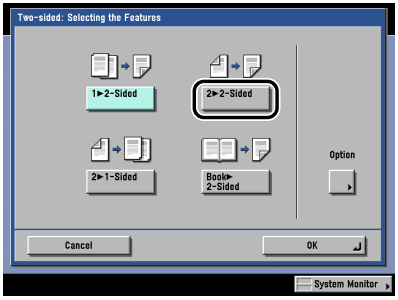
1 Place your originals in the feeder → press [Two-sided].



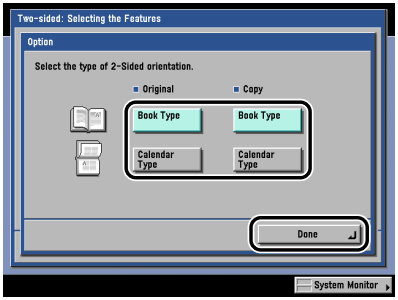
NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-15.)

2 Press [2▶2-Sided].



To set the orientation of the originals and the copies, press [Option] → select the type of two-sided orientation for the originals and the copies → press [Done].



Original

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

Copy

[Book Type]: The front and back sides of the copy will have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.

The display returns to the Two-sided feature selection screen.

3 Press [OK].

The display returns to the Regular Copy Basic Features screen, and <2▸2-Sided> is displayed above [Two-sided].

4 Press ◎.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◎ once for each original. When scanning is complete, press [Done].

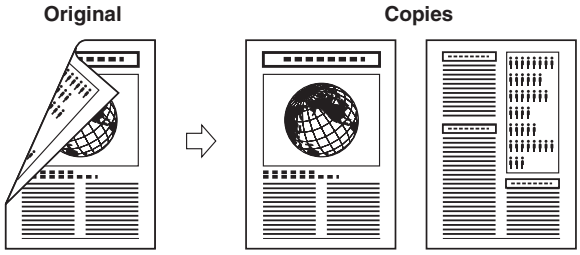
Copying starts.

NOTE

- *To cancel this setting, press [Two-sided] → [Cancel].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

2 to 1-Sided

This mode automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.



IMPORTANT

- *The 2 ▸ 1-Sided mode cannot be used with the following mode(s).*
  - *Copy: Saddle Stitch, Two-page Separation, Image Combination, Booklet, Transparency Interleaving, Scan Image Check*
- *Make sure to place originals with a horizontal (landscape) orientation, such as A4R, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down.*

NOTE

- *The 2 ▸ 1-Sided mode is available for the Copying function only.*
- *If you want to place your two-sided original on the platen glass, use the Job Build mode in Special Features to execute 2 ▸ 1-Sided copying. (See "Job Build," on p. 4-64.)*

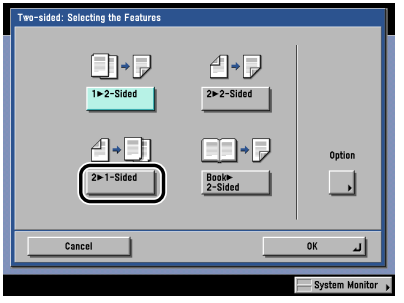
1 Place your originals in the feeder → press [Two-sided].

If necessary, see the screen shot in step 2 of "2 to 2-Sided," on p. 3-57.

NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-15.)

2 Press [2▶1-Sided].



To set the orientation of the originals, press [Option] → select the orientation of the originals → press [Done].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

The display returns to the Two-sided feature selection screen.

3 Press [OK].

The display returns to the Regular Copy Basic Features screen, and <2▶1-Sided> is displayed above [Two-sided].

4 Press ◎.

Copying starts.

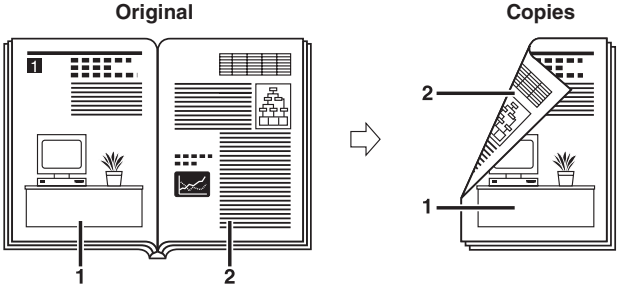
NOTE

- *To cancel this setting, press [Two-sided] → [Cancel].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

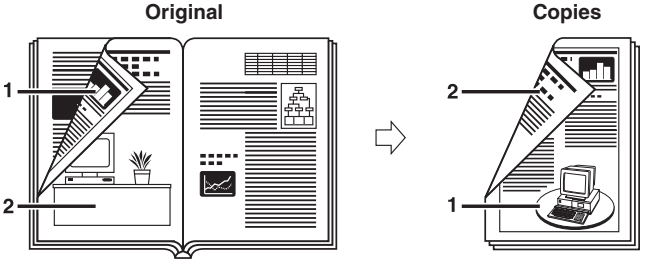
Book to 2-Sided

This feature enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

- Left/Right Two-sided
  This setting makes two-sided copies from facing pages.



• Front/Back Two-sided
This setting makes two-sided copies from the front and back sides of a page.



IMPORTANT

- *The Book ▸2-Sided mode cannot be used with the following mode(s).*
  - *Copy: Saddle Stitch, Two-page Separation, Cover/Sheet Insertion, Image Combination, Binding Erase, Different Size Originals, Booklet, Transparency Interleaving, Image Repeat, Scan Image Check, Tab Paper Creation*
- *Only A4 paper can be used for Book ▸2-Sided copying.*
- *If you select [Front/Back Two-sided], the front side of the first two-sided page and the back side of the last two-sided page are left blank. (The machine's counter does not count the blank pages as copies.)*
- *Place your original on the platen glass. The Book ▸2-Sided mode cannot be used when the original is placed in the feeder.*

NOTE

The Book ▸2-Sided mode is available for the Copying function only.

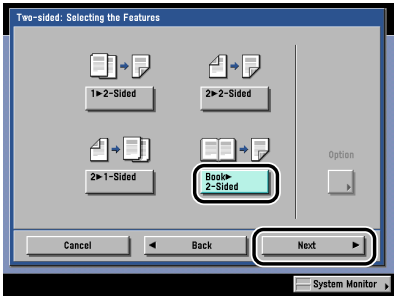
1 Place your original on the platen glass → press [Two-sided].

If necessary, see the screen shot in step 1 of "1 to 2-Sided," on p. 3-52.

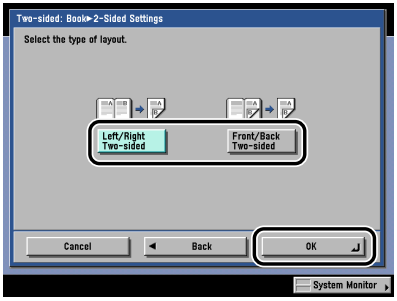
To make copies in the correct page order, begin copying from the first open page of the book or bound original.

Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

2 Press [Book▶2-Sided] → [Next].



3 Select the desired type of two-sided layout → press [OK].



Details of each item are shown below.

[Left/Right Two-sided]: The facing pages of a book or bound original are copied onto the front and back sides of a single sheet of paper.

[Front/Back Two-sided]: The front and back sides of the left page, or the front and back sides of the right page, are copied onto the front and back sides of a single sheet of paper.

The display returns to the Regular Copy Basic Features screen, and <Book▶2-Sided> is displayed above [Two-sided].

4 Press ◎.

To copy the next two facing pages, turn the page of the original → place your original on the platen glass → press ◎.

Scanning starts.

5 When scanning is complete, press [Done].

Copying starts.

NOTE

- *To cancel this setting, press [Two-sided] → [Cancel].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

Scanning Two-Sided Originals

You can set the machine to automatically turn over two-sided originals that are placed in the feeder, and scan each side separately.

IMPORTANT

- *The 2-Sided Original mode cannot be used with the following mode(s).*
  - Mail Box: Two-page Separation, Booklet Scanning, Image Combination
- *When you are scanning originals with a horizontal (landscape) orientation, such as A4R, make sure to place them horizontally in the feeder. If these originals are placed vertically, the back sides of the originals are scanned upside down.*

NOTE

The 2-Sided Original mode is available for the Mail Box function only.

1 Follow the procedure below to specify an inbox.

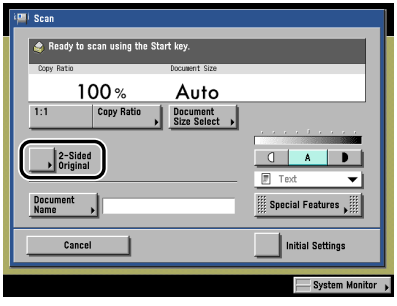
❑ Select the desired User Inbox number to display the Document Selection screen.

❑ Press [Scan].

If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

2 Place your originals in the feeder → press [2-Sided Original].



3 Select the type of original → press [OK].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same topbottom orientation.

[Calendar Type]: The front and back sides of the original have opposite topbottom orientations.

The selected mode is set, and the display returns to the Scan screen.

4 Press ◎.

Scanning starts.

NOTE

- *To cancel this setting, press [2-Sided Original] → [Cancel].*
- *To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◎.*

Merging Documents

The Merge Documents mode enables you to print multiple documents, such as scanned documents and documents sent from a computer, as one document–if they are stored in the same inbox. You can combine documents with different settings into one document, which is useful when you want to print the following kinds of documents:

- Documents created with different programmes, or documents created by multiple users for printing and stapling as a single document.
- Documents combining cutout artwork, transparencies, and data sent from one or more computers, using the Two-sided Printing mode.

IMPORTANT

- *You can set the Merge Documents mode only if you select multiple documents.*
- *If the Booklet mode is set, you cannot merge documents that are scanned at the machine and documents that are sent from a computer.*

NOTE

- *The Merge Document mode is available for the Mail Box function only.*
- *If you use the Merge Documents mode to combine and print multiple documents, the documents are printed using Standard Local Print Settings instead of the individual settings of the respective documents. However, the settings of each document are not changed or erased, and remain the same as when the document was created.*
- *You can change Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*

1 Select the document stored in an Inbox → display the Change Print Settings screen.

- ❑ Select the desired User Inbox number → select the documents to print in the order that you want to print them.
- ❑ Press [Print].
- ❑ Press [Change Pr. Settings].

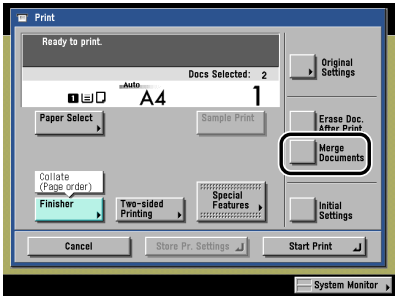
If necessary, see the screen shots in steps 1 to 6 of "Printing Documents Stored in an Inbox," on p. 2-23.

To select all of the documents in the selected User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key changes to [Clear Selection].

To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)

The Change Print Settings screen is displayed.

2 Press [Merge Documents].



[Merge Documents] is displayed only when multiple documents are selected.

3 Press [Start Print].

If there is a current or reserved print job, the document is placed in the queue and is printed after the current or reserved job is complete.

Printing starts.

NOTE

- *While the merged documents are being printed, only the name of the first document is displayed on the screen.*
- *To cancel all settings and return the machine to Standard Local Print Settings, press [Initial Settings]. To return to the Inbox Selection screen, press* .

Special Copying and Mail Box Features

4
CHAPTER

This chapter describes the special features of both the Copying and Mail Box functions.

What are Special Features? 4-2
Specifying the Special Copying Features 4-2
Specifying the Special Mail Box Features for Scanning 4-4
Specifying the Special Mail Box Features for Printing 4-6
Two-Page Separation 4-8
Cover/Sheet Insertion 4-10
Cover/Job Separator 4-22
Booklet Mode 4-27
Copying 4-29
Mail Box 4-33
Booklet Scanning 4-36
Transparency Interleaving 4-38
Image Combination 4-41
Copying 4-43
Mail Box 4-46
Shifting the Original Image 4-47
Using the Arrow Keys 4-47
Using the Numeric Keys 4-48
Margin Mode 4-51
Frame Erase 4-54
Original Frame Erase 4-54
Book Frame Erase 4-57
Binding Erase 4-60
Different Size Originals 4-63
Job Build 4-64
Scan Image Check 4-67
Job Done Notice 4-69
Inverting Images 4-72
Image Repeat 4-73
Mirror Image 4-78
Adjusting the Contrast 4-79
Composing Images 4-81
Page and Copy Set Numbering 4-84
Page Numbering 4-86
Copy Set Numbering 4-90
Printing a Watermark and Date 4-92
Watermark Printing 4-93
Date Printing 4-96
Tab Paper Creation 4-98

What are Special Features?

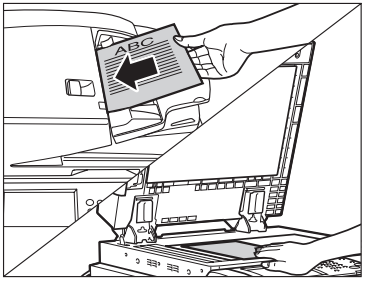
Special features, such as the Booklet and Job Build modes, are modes for performing various kinds of editing according to your needs, when copying, printing, or storing documents in an inbox.

IMPORTANT

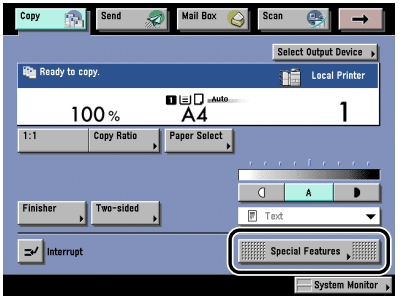
Depending on the mode, some combinations of modes will not be available. See the corresponding section on each mode.

Specifying the Special Copying Features

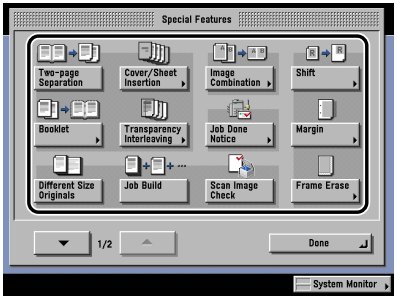
1 **Place your originals.**



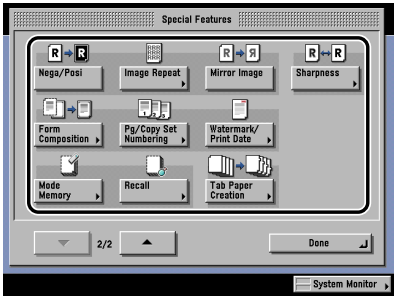
2 **Press [Special Features].**



3 Select the desired mode from the Special Features screen.



Special Features 1/2



Special Features 2/2

IMPORTANT

Depending on the mode, you may have to place your original on the platen glass or in the feeder. See the corresponding section on each mode for detailed information.

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

4 Set the desired mode.

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 3 and 4.

5 Press ◎.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◎ once for each original. When scanning is complete, press [Done].

Copying starts.

NOTE

- *To cancel this setting, follow the procedure below.*
  - *For modes which have a right triangle (▶) on the bottom right of their key:*
    Example: Frame Erase
    Press [Special Features] → [Frame Erase] → [Cancel]
  - *For modes which do not have a right triangle (▶) on the bottom right of their key:*
    Example: Job Build
    Press [Special Features] → [Job Build]
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

Specifying the Special Mail Box Features for Scanning

1 Follow the procedure below to specify an inbox.

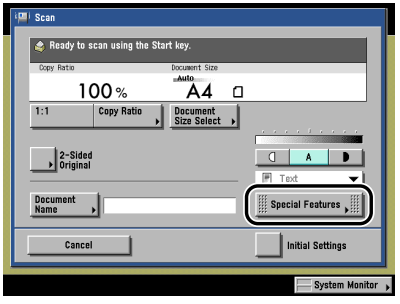
❑ Select the desired User Inbox number to display the Document Selection screen.

❑ Press [Scan].

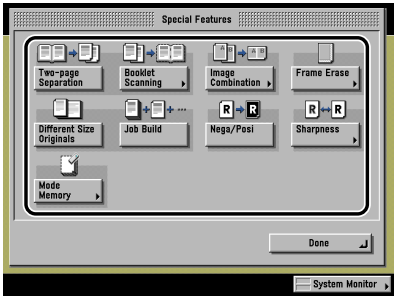
If necessary, see the screen shots in steps 1 to 6 of "Storing Originals into an Inbox," on p. 2-13.

The Scan screen is displayed.

2 Press [Special Features].



3 Select the desired mode from the Special Features screen.



IMPORTANT

Depending on the mode, you may have to place your original on the platen glass or in the feeder. See the corresponding section on each mode for detailed information.

4 Set the desired mode.

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 3 and 4.

5 Press ◇.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◇ once for each original. When scanning is complete, press [Done].

Scanning starts.

NOTE

- *To cancel this setting, follow the procedure below.*
  - *For modes which have a right triangle (▶) on the bottom right of their key:*
    Example: Frame Erase
    Press [Special Features] → [Frame Erase] → [Cancel]
  - *For modes which do not have a right triangle (▶) on the bottom right of their key:*
    Example: Job Build
    Press [Special Features] → [Job Build]
- *To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ◇.*

Specifying the Special Mail Box Features for Printing

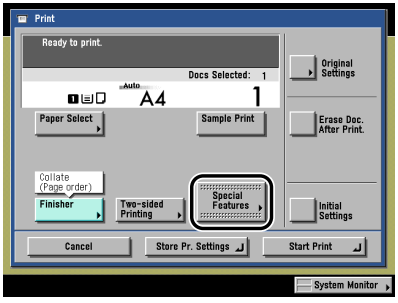
1 Select the document stored in an Inbox → display the Change Print Settings screen.

- ❑ Select the desired User Inbox number and the document to print.
- ❑ Press [Print].
- ❑ Press [Change Pr. Settings].

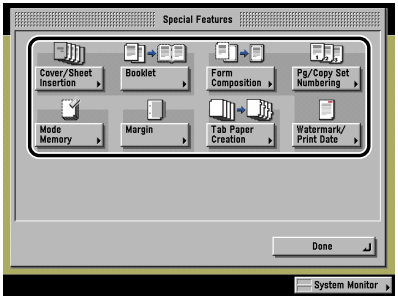
  If necessary, see the screen shots in steps 1 to 6 of "Printing Documents Stored in an Inbox," on p. 2-23.

  The Change Print Settings screen is displayed.

2 Press [Special Features].



3 Select the desired mode from the Special Features screen.



4 Set the desired mode.

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 3 and 4.

5 Press [Start Print].

If there is a current or reserved print job, the document is placed in the queue and is printed after the current or reserved job is complete.

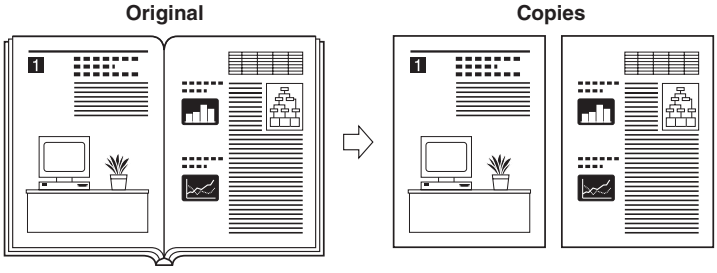
Printing starts.

NOTE

- *To cancel this setting, follow the procedure below.*
  - *Example: Booklet*
    Press [Special Features] → [Booklet] → [Cancel]
- *To cancel all settings and return the machine to Standard Local Print Settings, press [Initial Settings]. To return to the Inbox Selection screen, press* .

Two-Page Separation

This mode enables you to scan facing pages of a book or bound original, print them in two separate pages, or store them as two separate pages.



IMPORTANT

- *The Two-page Separation mode cannot be used with the following mode(s).*
  - *Copy: Saddle Stitch, Two-sided, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, Different Size Originals, Binding Erase, Image Repeat, Tab Paper Creation, Scan Image Check*
  - *Mail Box: 2-Sided Original, Booklet Scanning, Different Size Originals, Binding Erase, Image Combination*
- *Place your original on the platen glass. The Two-page Separation mode cannot be used when the original is placed in the feeder.*

NOTE

- *The procedure for storing documents in an inbox is the same as for copying.*
- *To make two-sided copies of books or bound originals, use the Book ▸2-Sided copying feature of the Two-sided mode. (See "Book to 2-Sided," on p. 3-61.)*

1 On the Special Features screen, press [Two-page Separation] → [Done].

When placing an original, to make copies in the correct page order, begin scanning from the first open page of the book or bound original. Place your originals face down, making sure that their top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

The selected mode is set.

IMPORTANT

Place your original on the platen glass. The Two-page Separation mode cannot be used when the original is placed in the feeder.

2 Press ◎.

To scan the next two facing pages, turn the page of the original → place your original on the platen glass. → press ◎.

Scanning starts.

3 When scanning is complete, press [Done].

Copying starts.

Cover/Sheet Insertion

This mode enables you to set the machine to automatically add front and back covers, and sheet insertions or chapter pages, or tab papers using a different type of paper from that used for the main documents. In addition, you can decide whether the front and back covers, and the sheet insertions are copied or printed on as well. Chapter pages and tab papers are always copied or printed on.

IMPORTANT

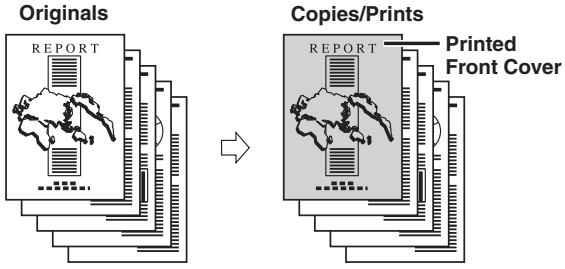
- *The Cover/Sheet Insertion (Front Cover, Back Cover, Sheet Insertion, or Chapter Page) mode cannot be used with the following mode(s).*
  - *Copy: Group, Offset Group, Rotate Collate, Rotate Group, Saddle Stitch, Book ▸2-Sided, Two-page Separation, Image Combination, Booklet, Transparency Interleaving, Image Repeat, Mirror Image, Form Composition, Tab Paper Creation*
  - *Mail Box: Group, Offset Group, Rotate Collate, Rotate Group, Saddle Stitch, Cover/Job Separator, Booklet, Form Composition, Tab paper Cration*
- *The Cover/Sheet Insertion (Tab Paper) mode cannot be used with the following mode(s).*
  - *Copy: Auto Zoom, Zoom Program, Auto XY Zoom, Entire Image, Group, Offset Group, Rotate Collate, Rotate Group, Staple (Top Right Corner, Bottom Right Corner, or Right Double), Saddle Stitch, Book ▸2-Sided, Two-page Separation, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Frame Erase, Image Repeat, Mirror Image, Form Composition, Tab Paper Creation*
  - *Mail Box: Automatic Paper Selection, Group, Offset Group, Rotate Collate, Rotate Group, Staple (Top Right Corner, Bottom Right Corner, or Right Double), Saddle Stitch, Cover/Job Separator, Booklet, Form Composition, Margin, Tab Paper Creation*
- *If you use Cover/Sheet Insertion mode with the Remote or Cascade Copy mode, Auto Orientation is not performed.*
- *For the Copying function, if the Cover/Sheet Insertion mode is used with the Automatic Paper Selection mode, Auto Orientation is not performed.*
- *For the Copying function, you cannot select the Cover/Sheet Insertion (Front Cover, Back Cover, Sheet Insertion, or Chapter Page) mode when the Different Size Originals mode is set with the Automatic Paper Selection mode.*
- *For the Mail Box function, you cannot set the Cover/Sheet Insertion mode when you select multiple documents. In this case, set the Cover/Job Separator mode.*
- *If you select the Staple mode when the optional Finisher-T1 or Saddle Finisher-T2 is attached, you cannot staple more than 30 sheets of A3 or A4R paper, or 50 sheets of A4 paper, including sheet insertions.*

NOTE

- *The procedure for printing documents from an inbox is the same as for copying.*
- *If you are copying/printing on the front cover, back cover, or sheet insertions, these sheets are included in the count of the total number of copies/prints made. If these sheets are left blank, however, the machine's counter does not count them as copies/prints.*
- *If you are adding chapter pages or tab papers, these sheets are included in the count of the total number of copies/prints made, since chapter pages and tab papers are always copied/printed on.*

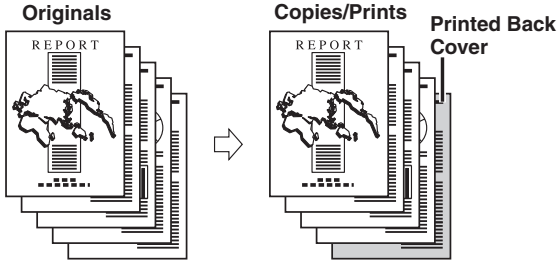
■ Front Cover

This setting adds a front cover sheet to each set of copies/prints. You may also copy/print on the front cover sheet.



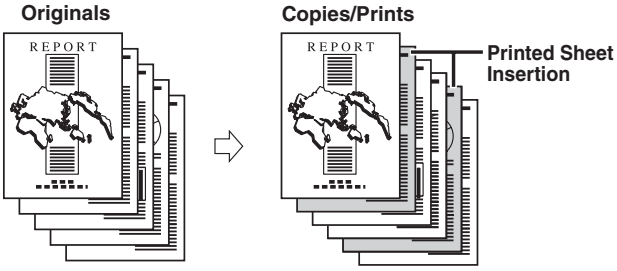
■ Back Cover

This setting adds a back cover sheet to each set of copies/prints. You may also copy/print on the back cover sheet.



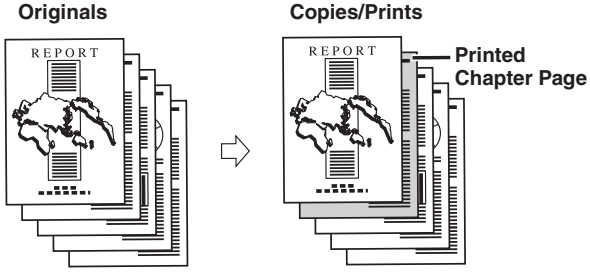
■ Sheet Insertion

This setting inserts a sheet of paper between copies/prints. This feature is useful when you want to use a blank sheet to help sort out the copies/prints. You may also copy/print on the sheet insertions.



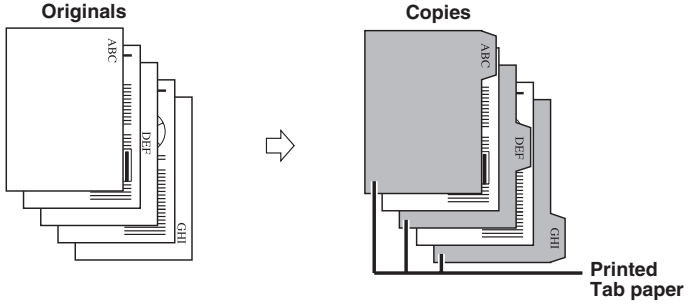
■ Chapter Page

This setting adds chapter pages into the copies/prints. Since the chapter page is always copied/printed on one side, this feature is useful when you want to organize the copies/prints by chapter.

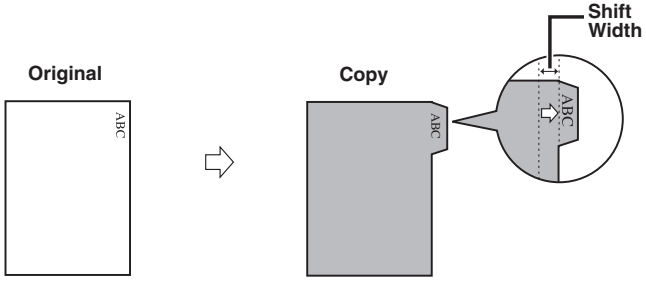


■ Tab Paper

This setting inserts tab paper into the copies/prints. Since tab paper is always copied/printed on one side, this feature is useful when you want to divide the main body of text.



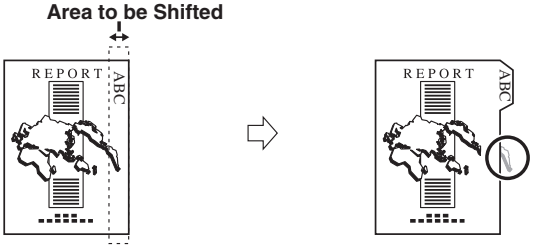
- To copy/print on the tab paper, set the shift width of the image to be copied/printed to the tab position.



NOTE

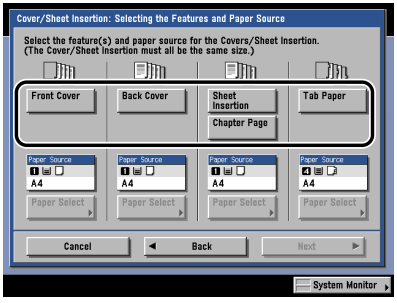
- *When making copies/prints on the tab paper, check that the tab position of the tabs is correct.*
- *To insert tab paper, it is necessary to register the type of paper in Paper Drawer 3 or 4 as tab paper in Register Paper Type in Common Settings (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *For instructions on loading tab paper in Paper Drawer 3 or 4, see Chapter 7, "Routine Maintenance," in the Reference Guide.*
- *Tab paper is always copied/printed on. If you do not want to copy/print on the tab paper, insert blank sheets of paper in each place where you want the tab paper to go.*
- *Images in the area which is to be shifted, but not within the tab area, may cause the copies/prints to have black streaks or appear as dirty.*

Example: Images may be copied onto other parts of the tab paper.



1 On the Special Features screen, press [Cover/ Sheet Insertion].

2 Select the desired Cover/Sheet Insertion feature.

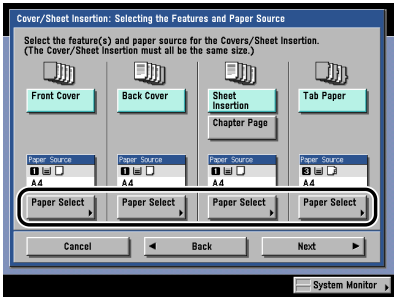


You cannot select the [Sheet Insertion] and [Chapter Page] features at the same time.

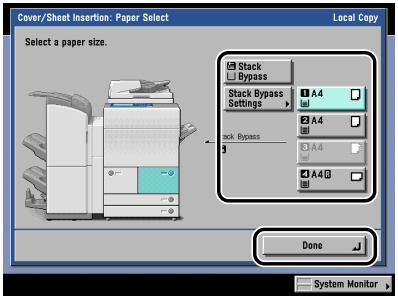
NOTE

To cancel a selected feature, press that key again.

3 Press [Paper Select] for each selected feature.



4 Select the paper source → press [Done].



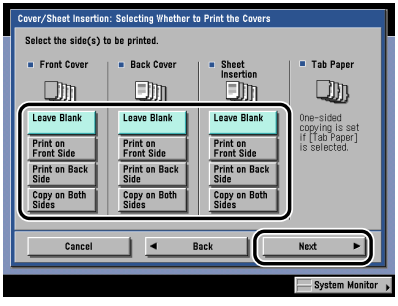
IMPORTANT

- *Select the same size paper for [Front Cover], [Back Cover], and [Sheet Insertion] (or [Chapter Page], and [Tab Paper]).*
- *When you select [Front Cover], [Back Cover], [Sheet Insertion] (or [Chapter Page]), if the paper size for one feature is changed to another size, the other two features are changed. However, you may change the paper drawer for one feature without affecting the others, as long as the paper size is the same.*
- *When you select [Tab Paper], only A4 paper can be used.*

5 Press [Next].

If only [Chapter Page] and/or [Tab Paper] is selected, press [next] → proceed to step 7.

6 Select whether to copy/print on the front cover, back cover, or sheet insertion → press [Next].



If either [Sheet Insertion], [Chapter Page], or [Tab Paper] is not selected, press [OK] → proceed to step11.

NOTE

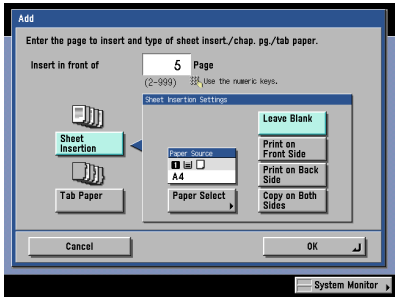
- *The screens that appear on your machine may differ from those shown here, depending on the setting in step 2.*
- *A chapter page or tab paper is always copied/printed on only one side.*
- *If you select [Leave Blank] for the front and/or back cover and/or sheet insertion, the machine inserts a sheet of paper from the paper source that you selected in step 4 to be used as the copy's/print's front and/or back cover. You can also select the paper source for the sheet insertion in step 8.*
  - *If you are using paper that already has printing on it (e.g., company logo) as your front and/or back cover and/or sheet insertion, then you must select [Leave Blank]. Otherwise, the machine will copy/print your original's first or last page on the preprinted paper.*
- *If you select [Print on Front Side], [Print on Back Side], or [Copy on Both Side] for the front and/or back cover and/or sheet insertion, the machine inserts a sheet of paper from the paper source that you selected in step 4, and prints your original on its front side, back side, or on both sides. This will then be used as the copy's/print's front cover. You can also select the paper source for the sheet insertion in step 8.*

7 Press [Add].

8 Enter the page number where you want sheet insertions, chapter pages, or tab paper to be inserted.

● **If you select [Sheet Insertion] and [Leave Blank]:**

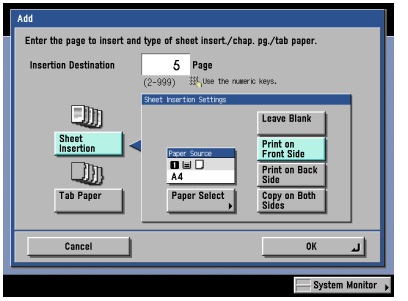
❑ Enter the page number where you want the sheet insertion added using ⓪ - ⑨ (numeric keys), and press [OK].



You can change the paper source and the side(s) to be copied that you selected in steps 4 and 6 if necessary.

- **If you select [Sheet Insertion] and want to print on the front or back side or you want to make two-sided copies:**

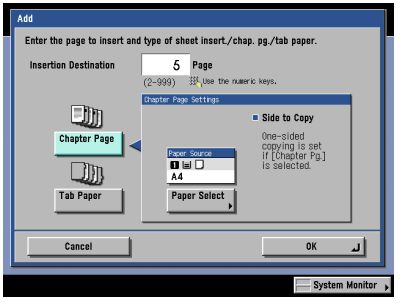
  ❑ Enter the page number where you want the sheet insertions added using ⓪ - ⑨ (numeric keys), and press [OK].



  You can change the paper source and the side(s) to be copied that you selected in steps 4 and 6 if necessary.

- **If you select [Chapter Page]:**

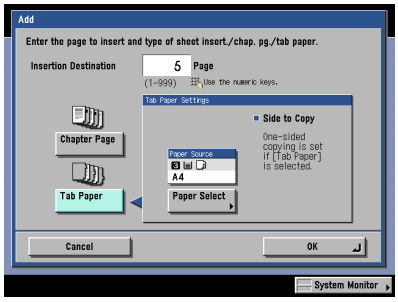
  ❑ Enter the page number where you want the chapter page added using ⓪ - ⑨ (numeric keys), and press [OK].



  You can change the paper source settings if necessary.

● **If you select [Tab Paper]:**

❑ Enter the page number where you want the tab paper added ⓪ - ⑨ (numeric keys), and press [OK].



You can change the paper source settings if necessary. However, if you change the paper source, all of the paper sources for tab paper are changed.

Repeat steps 7 and 8 until all insertion points and settings for all of the insertion sheets are set.

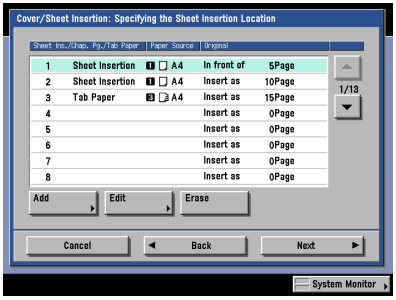
IMPORTANT

- *The settings are displayed in the order of insertion.*
- *You cannot set the sheet insertion and chapter page positions on the first page. Set their positions starting from the second page. However, you can set the tab paper position from the first page.*
- *If you select [Copy on Both Sides] for the front cover and a tab paper is set to insert in front of the first page, the front cover is output first as blank and then the printed tab paper is output.*
- *If you select [Leave Blank] for the sheet insertion, you can set the same page with a tab paper. In this case, the paper for the sheet insertion is output first and then the tab paper is output.*

NOTE

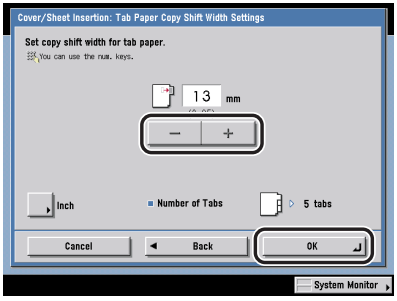
You can insert up to 100 sheet insertions, chapter pages, or tab papers.

9 Press [Next].



If a tab paper is not set for insertion, press [OK] and proceed to step 11.

10 If you selected to print on tab paper, set the copy shift width (0 - 25 mm) by pressing [-] or [+], and press [OK].



When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and ⓒ.

If you enter the value using ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [-] or [+].

The selected mode is set.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

NOTE

- *Make sure that the Number of Tabs shown on the Tab Paper Copy Shift Width Settings screen is the same as the number of tabs on the tab paper set in the paper drawer.*
- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *The default setting is 13 mm.*
- *You can change the number of tabs in Store Paper Type from the Additional Functions screen. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*

11 Press [Done].

The display returns to the Regular Copy Basic Features screen.

12 Press ◎.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ◎ once for each original. When scanning is complete, press [Done].

Copying starts.

NOTE

- *To cancel this setting, press [Special Features] → [Cover/Sheet Insertion] → [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

Cover/Job Separator

If you select multiple documents and set the Merge Documents mode, you can specify the Cover/Job Separator mode. The Cover/Job Separator mode automatically adds front and back covers, or job separator sheets to divide each document, using a different type of paper from that used for the main document.

IMPORTANT

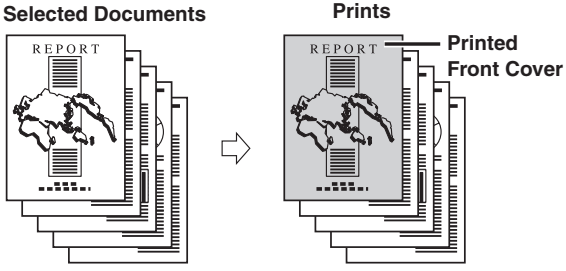
- *The Cover/Job Separator mode cannot be used with the following mode(s).*
  - *Mail Box: Group, Offset Group, Rotate Collate, Rotate Group, Saddle Stitch, Cover/Sheet Insertion, Booklet, Form Composition, Tab Paper Creation*
- *You can set the Cover/Job Separator mode only if you select multiple documents and set the Merge Documents mode. (See "Merging Documents," on p. 3-67.)*
- *You cannot print on the job separator sheets.*
- *If you select the Staple mode when the optional Finisher-T1 or Saddle Finisher-T2 is attached, you cannot staple more than 30 sheets of A3 or A4R paper, or 50 sheets of A4 paper, including sheet insertions.*

NOTE

- *The Cover/Job Separator mode is available for the Mail Box function only.*
- *Job separator sheets are not counted as prints.*

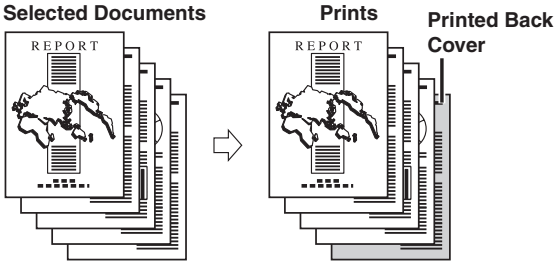
■ Front Cover

This setting adds a front cover sheet to each set of prints. You may also print on the front cover sheet.



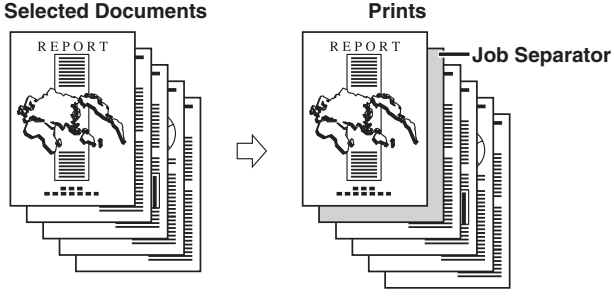
■ Back Cover

This setting adds a back cover sheet to each set of prints. You may also print on the back cover sheet.



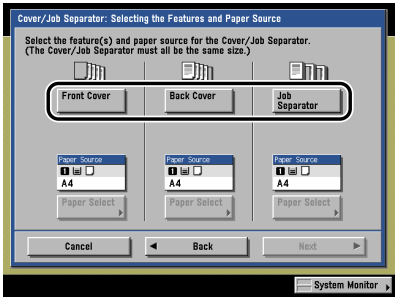
■ Job Separator

This setting inserts a sheet of paper between documents. You cannot print on the job separator sheets.



1 **On the Special Features screen, press [Cover/Job Separator].**

2 **Select the desired Cover/Job Separator feature(s).**



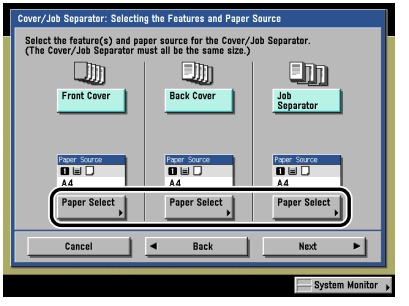
IMPORTANT

You cannot print on the job separator sheets.

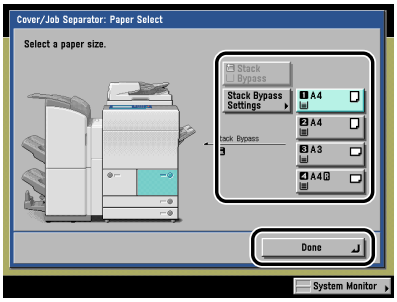
NOTE

To cancel a Cover/Job Separator feature, press the feature key again.

3 **Press [Paper Select] for each selected feature.**



4 Select the paper source for each selected feature → press [Done] → [Next].

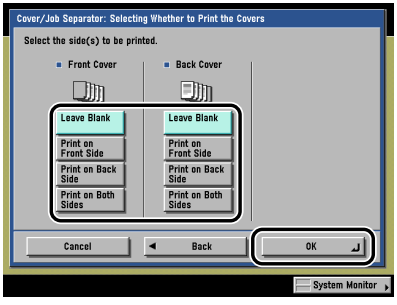


If only [Job Separator] is selected, select the paper source for the job separator sheets → press [Done] → [OK].

IMPORTANT

- *Select the same paper size for [Front Cover], [Back Cover], and [Job Separator].*
- *If you try to set a different paper size for one feature, the paper sizes for the other features are automatically changed to the new paper size. However, if you are switching to another paper source with the same paper size, the settings for the other features will not change.*

5 Select the side(s) to be printed for the front and/or back cover → press [OK].



The selected mode is set.

NOTE

- *The screens that appear on your machine may differ from those shown here, depending on the setting in step 2.*
- *If you select [Leave Blank] for the front and/or back cover, the machine inserts a sheet of paper from the paper source that you selected in step 4 to be used as the copy's/print's front and/or back cover.*
  - *If you are using paper that already has printing on it (e.g., company logo) as your front and/or back cover, then you must select [Leave Blank]. Otherwise, the machine will copy/print your original's first or last page on the preprinted paper.*
- *If you select [Print on Front Side], [Print on Back Side], or [Print on Both Sides] for the front cover, the machine inserts a sheet of paper from the paper source that you selected in step 4, and prints your original on its front side, back side, or on both sides. This will then be used as the print's front cover.*
- *If you select [Print on Front Side], [Print on Back Side], or [Print on Both Sides] for the back cover, the machine inserts a sheet of paper from the paper source that you selected in step 4, and prints your original on its front side, back side, or on both sides. This will then be used as the print's back cover.*

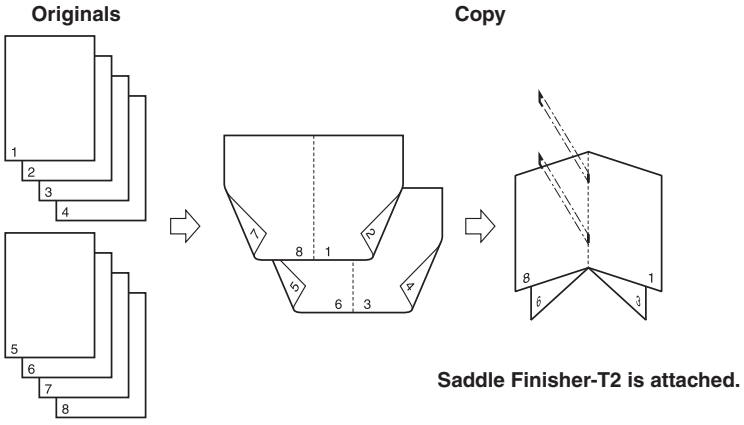
Booklet Mode

You can copy or print document in such way that the copies/prints made into a booklet.

For the Booklet Scanning mode, see "Booklet Scanning," on p. 4-36.

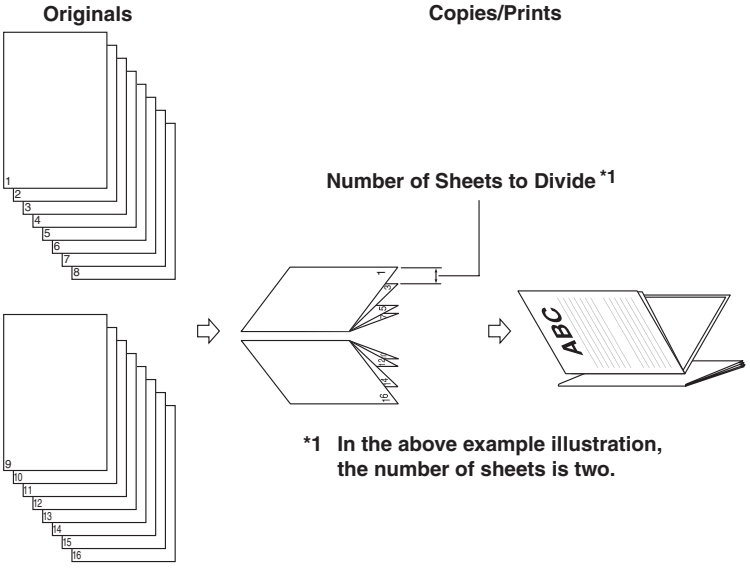
■ Booklet

This mode enables you to copy/print one-sided or two-sided originals in such a way that the copies are made into a booklet.



■ Divided Booklet

This mode enables you to make a multiple page document with a large number of pages into a divided booklet.



***1 In the above example illustration, the number of sheets is two.**

IMPORTANT

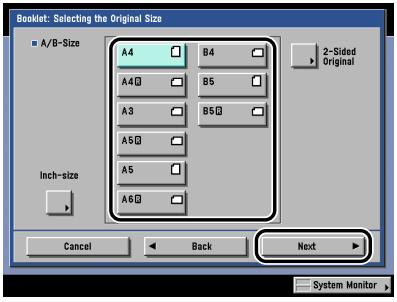
- *The Booklet mode cannot be used with the following mode(s).*
  - *Copy: Stack Bypass Settings (2nd Side of 2-Sided Page), Entire Image, Automatic Paper Selection, Finisher, Two-sided, Two-page Separation, Cover/Sheet Insertion, Shift (No. Key Entry), Image Combination, Transparency Interleaving, Margin, Different Size Originals, Frame Erase, Image Repeat, Mirror Image, Form Composition, Tab Paper Creation, Scan Image Check, Page Numbering, Watermark/Print Date*
  - *Mail Box: Stack Bypass Settings (2nd Side of 2-Sided Page), Automatic Paper Selection, Finisher, Two-Sided Printing, Cover/Job Separator, Cover/Sheet Insertion, Form Composition, Margin, Page Numbering, Watermark/Print Date, Tab Paper Creation*
- *The Divided Booklet mode cannot be used with the Remote or Cascade Copy mode, in addition to the above mentioned modes.*
- *Saddle stitching is not performed if there is only one output sheet.*
- *Saddle stitching can be performed only if the optional Saddle Finisher-T2 is attached.*
- *The accuracy of folds created in the Saddle Stitch mode may vary, depending on the type and quantity of paper.*

IMPORTANT

Make sure to place originals with a vertical (portrait) orientation vertically. If these originals are placed horizontally, the even numbered pages will be printed upside down.

1 On the Special Features screen, press [Booklet].

2 Select the original size → press [Next].



If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK] → [Next].

Details of each item are shown below.

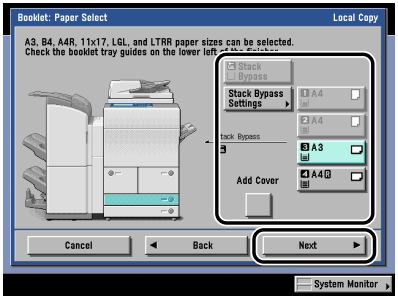
[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

NOTE

- *To select an inch paper size, press [Inch-size].*
- *[2-Sided Original] cannot be selected if A6R is the selected original size.*

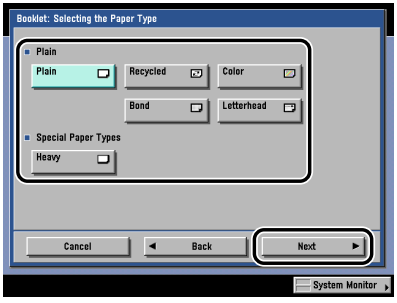
3 Select the desired paper size → press [Next].



If the optional Saddle Finisher-T2 is not attached, press [OK].

Only A3 or A4R paper can be used for the Booklet mode.

- **If you want to add a cover:**
  - ❑ Press [Add Cover] → [Next].
  - ❑ Select whether to copy on the cover page → press [Next].
  - ❑ Select the desired paper type for the cover page → press [Next].



If the optional Saddle Finisher-T2 is not attached, press [OK].

IMPORTANT

- *You must select the same paper size for the cover page as that used for copying the main document.*
- *Only 64 to 200 g/m² paper can be used for the cover page.*
- *Only 64 to 90 g/m² paper can be used for the main document.*
- *If you select [Add Cover], you cannot specify the stack bypass as the paer source used for the main document.*
- *When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.*

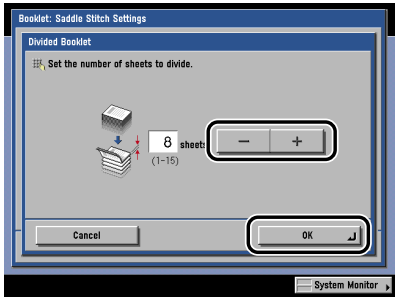
NOTE

You must load the paper for the cover page face down in the stack bypass.

4 Select whether to saddle stitch the booklet → press [OK].

● **If [Divided Booklet] is selected:**

❑ Specify the number of sheets that you want to divide by using [-] and [+] → press [OK].



You can set the number of sheets to be divided from 1 to 15.

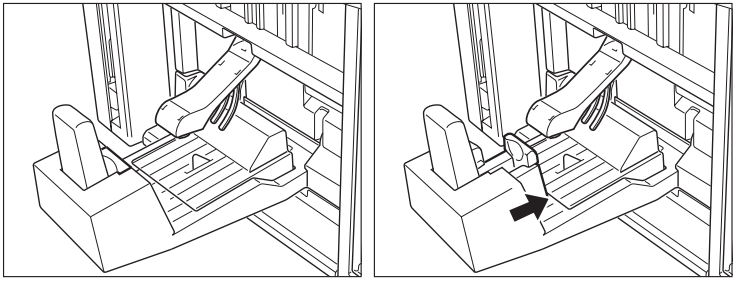
You can also enter values using ⓪ - ⑨ (numeric keys).

The selected mode is set.

NOTE

- *If the number of sheets is 16 or more, the booklet is not saddle stitched.*
- *The number of saddle stitched booklets that the booklet tray can hold depends on the number of sheets that each booklet contains.*
  - *1 to 5 sheets: 25 sets*
  - *6 to 10 sheets: 15 sets*
  - *11 to 15 sheets: 10 sets*
- *Saddle stitching is not performed if there is only one sheet of output.*
- *If you set the Booklet mode, the Center Shift mode is also automatically set.*

5 Set the Booklet Tray guide to match the paper size.



A3 **A4R**

IMPORTANT

Make sure to set the Booklet Tray guide correctly to match the paper size. Setting the Booklet Tray guide incorrectly may result in a paper jam.

IMPORTANT

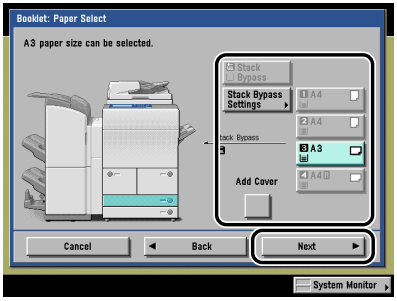
- *The Booklet mode can only be specified for the following paper sizes: A4, A4R, A5, or A5R.*
- *The Booklet mode cannot be set if multiple documents are selected, and their record sizes are different.*
- *The Booklet mode cannot be used with documents whose resolution is other than 600 x 600 dpi.*

NOTE

If you want to print documents for use as a booklet, we recommend that you scan the originals using the Booklet Scanning mode. (See "Booklet Scanning," on p. 4-36.)

1 **On the Special Features screen, press [Booklet].**

2 **Select the desired paper size → press [Next].**



If the optional Saddle Finisher-T2 is not attached, press [OK].

Only A3 or A4R paper can be selected. However, the actual paper sizes that you can select may vary depending on the record size.

● **If you want to add a cover page:**

❑ Press [Add Cover] → [Next].

❑ Select whether to print on the cover page → press [Next].

❑ Select the desired paper type for the cover page → press [Next].

If the optional Saddle Finisher-T2 is not attached, press [OK].

IMPORTANT

- *You must select the same paper size for the cover page as that used for the printing of the main document.*
- *Only 64 to 200 g/m² paper can be used for the cover page.*
- *Only 64 to 90 g/m² paper can be used for the main document.*
- *If you select [Add Cover], you cannot specify the stack bypass as the paer source used for the main document.*
- *When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.*

NOTE

You must load the paper for the cover page face down in the stack bypass.

3 Select whether to saddle stitch the booklet → press [OK].

● **If [Divided Booklet] is selected:**

❑ Specify the number of sheets that you want to divide by using [-] and [+] → press [OK].

You can set the number of sheets to be divided from 1 to 15.

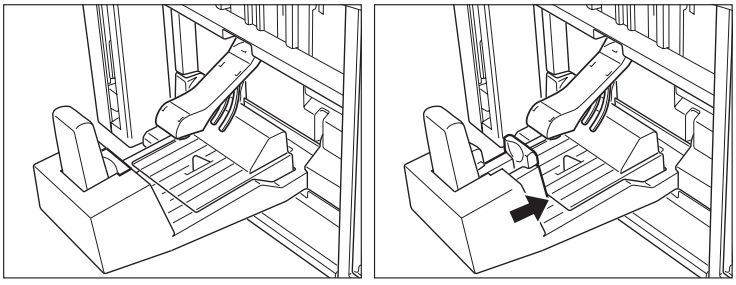
You can also enter values using 0 - 9 (numeric keys).

The selected mode is set.

NOTE

- *If the number of sheets is 16 or more, the booklet cannot be saddle stitched.*
- *The number of saddle stitched booklets that booklet tray can hold depends on the number of sheets that each booklet contains.*
  - *1 to 5 sheets: 25 sets*
  - *6 to 10 sheets: 15 sets*
  - *11 to 15 sheets: 10 sets*
- *Saddle Stitching is not performed if there is only one output sheet.*

4 Set the Booklet Tray Guide to match the paper size.



A3 A4R

IMPORTANT

Make sure to set the Booklet Tray Guide correctly to match the paper size. Setting the Booklet Tray Guide incorrectly may result in a paper jam.

Booklet Scanning

This mode enables you to scan originals in such a way that, when printing the scanned data, the output paper can be made into a booklet. Specify the Booklet mode when printing the scanned data. (See "Booklet Mode," on p. 4-27.)

IMPORTANT

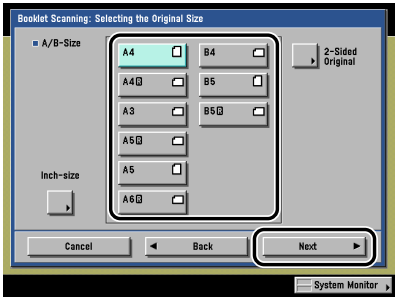
- *The Booklet Scanning mode cannot be used with the following mode(s).*
  - *Mail Box: Document Size Select (Auto), 2-Sided Original, Two-page Separation, Image Combination, Different Size Originals, Frame Erase*
- *Make sure to place originals with a vertical (portrait) orientation vertically. If these originals are placed horizontally, the even numbered pages will be printed upside down.*

NOTE

The Booklet Scanning mode is available for the Mail Box function only.

1 On the Special Features screen, press [Booklet Scanning].

2 Select the original size → press [Next].



If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK] → [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

NOTE

- *To select an inch paper size, press [Inch-size].*
- *[2-Sided Original] cannot be selected if A6R is the selected original size.*

3 Select the booklet layout size → press [OK].

The original is recorded at half the size of the selected booklet layout size.

The selected mode is set.

NOTE

To select an inch paper size, press [Inch-size].

Transparency Interleaving

When coping onto transparencies loaded into the stack bypass, this mode enables you to automatically add interleaving sheet of paper between each sheet of transparency that is output. The interleaf sheets protect the copied surface of the transparencies. You can also set to copy the content of the transparencies onto interleaf sheets.

IMPORTANT

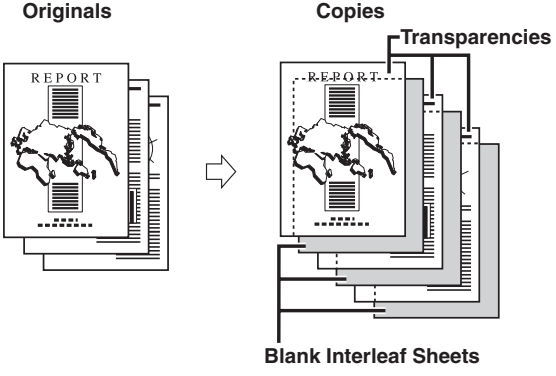
- *The Transparency Interleaving mode cannot be used with the following mode(s).*
  - *Copy: Remote or Cascade Copy, Finisher, Two-sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Image Repeat, Mirror Image, Form Composition, Tab Paper Creation, Scan Image Check, Page/Copy Set Numbering, Watermark/Print Date*
- *Even if an optional finisher or Shift Tray-D1 is attached, you cannot use any of the Finisher modes with the Transparency Interleaving mode.*
- *Only A4 or A4R is available for the Transparency Interleaving mode.*

NOTE

- *The Transparency Interleaving mode is available for the Copying function only.*
- *The machine's counter does not count blank interleaf sheets as copies.*

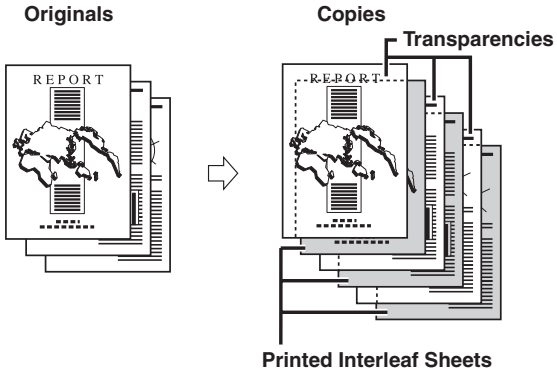
■ If You Do Not Want to Print on the Interleaf Sheets:

The [Leave Blank] setting outputs a printed transparency and a blank interleaf sheet alternately.



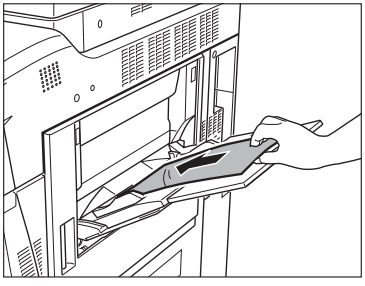
■ If You Want to Print on the Interleaf Sheets:

The [Print] setting outputs a printed transparency and a printed interleaf sheet alternately.

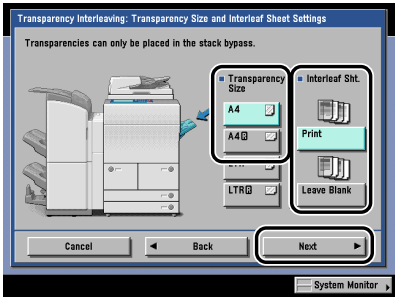


1 **On the Special Features screen, press [Transparency Interleaving].**

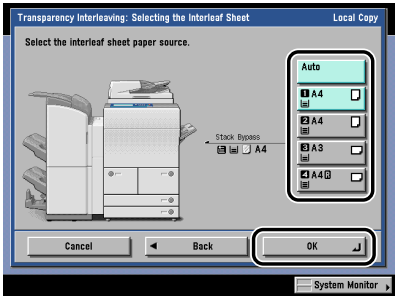
2 **Load transparencies into the stack bypass.**



3 **Select the size of transparencies → select whether to copy on the interleaf sheets → press [Next].**



4 **Select the paper source for the interleaf sheets → press [OK].**



The selected mode is set.

NOTE

- *If you are copying onto the interleaf sheets, these sheets are included in the count of the total number of copies made.*
- *The copies are output with the copied side face down, alternating between transparency and interleaf sheet.*
- *In the Transparency Interleaving mode, transparencies are loaded from the stack bypass while interleaf sheets are loaded from a paper drawer.*

Image Combination

This mode enables you to automatically reduce two, four, or eight originals, as well as two-sided originals or the facing pages of a book, to fit onto one side or both sides of a selected paper (record) size.

IMPORTANT

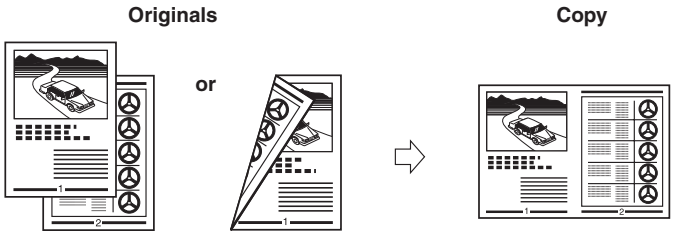
- *The Image Combination mode cannot be used with the following mode(s).*
  - *Copy: Entire Image, Automatic Paper Selection, Saddle Stitch, Two-sided, Two-page Separation, Cover/Sheet Insertion, Shift (No. Key Entry), Booklet, Transparency Interleaving, Different Size Originals, Original Frame Erase, Book Frame Erase, Image Repeat, Mirror Image, Form Composition, Tab Paper Creation, Scan Image Check*
  - *Mail Box: Document Size Select (Auto), 2-Sided Original, Two-page Separation, Booklet Scanning, Different Size Originals, Original Frame Erase, Book Frame Erase*
- *Originals copied/scanned in the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.*

NOTE

The reduction ratio is automatically set so that the originals fit onto the selected paper (record) size.

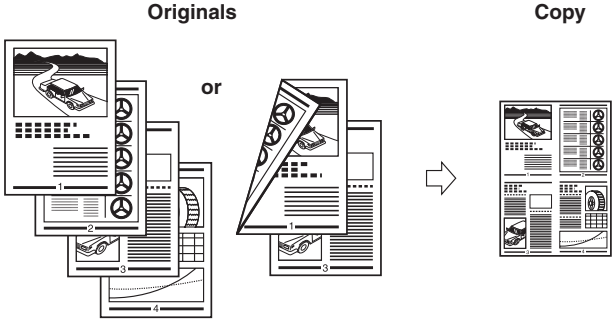
■ 2 On 1

This setting reduces two 1-sided originals or one 2-sided original to fit onto one side or both sides of one sheet of paper.



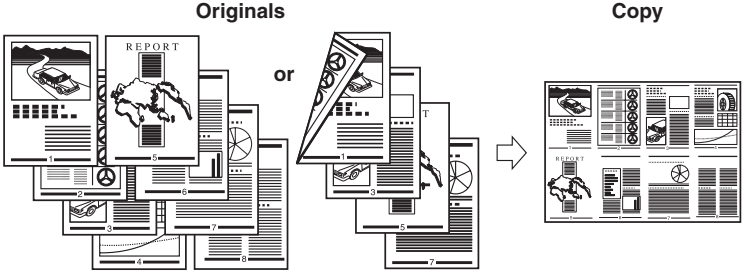
■ 4 On 1

This setting reduces four 1-sided or two 2-sided originals to fit onto one side or both sides of one sheet of paper.



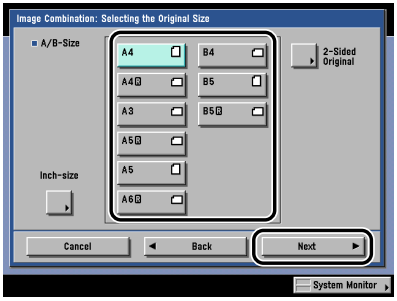
■ 8 On 1

This setting reduces eight 1-sided or four 2-sided originals to fit onto one side or both sides of one sheet of paper.



1 **On the Special Features screen, press [Image Combination].**

2 **Select the original size → press [Next].**



If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK] → [Next].

Details of each item are shown below.

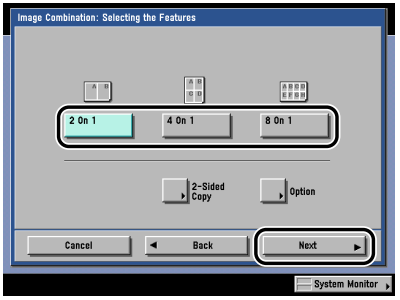
[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

NOTE

- *To select an inch paper size, press [Inch-size].*
- *[2-Sided Original] cannot be selected if A6R is the selected original size.*

3 Select the desired Image Combination feature → press [Next].



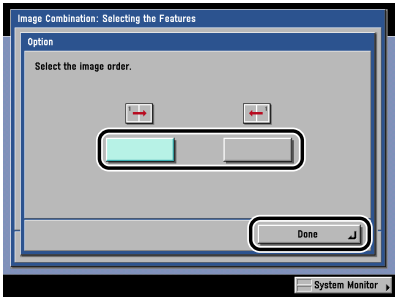
If you want to make two-sided copies, press [2-Sided Copy] → select the type of two-sided orientation → press [OK] → [Next].

Details of each item are shown below.

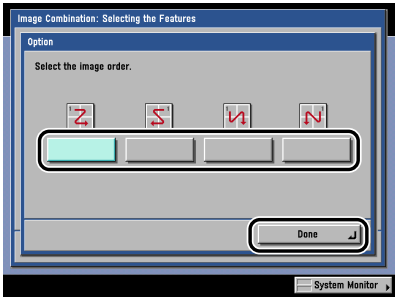
[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

If you want to specify the image order, press [Option] → select the image order → press [Done] → [Next].



2 On 1



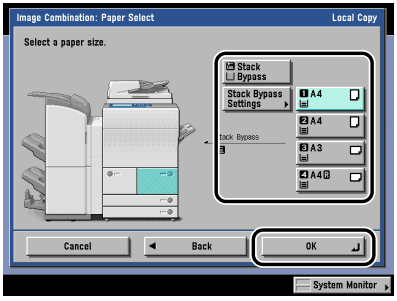
4 On 1 and 8 On 1

If you do not change the image order by pressing [Option], the images are printed as follows:

2 On 1: Left → Right

4 On 1 and 8 On 1: Upper Left → Upper Right → Lower Left → Lower Right

4 Select the desired paper size → press [OK].



The selected mode is set.

IMPORTANT

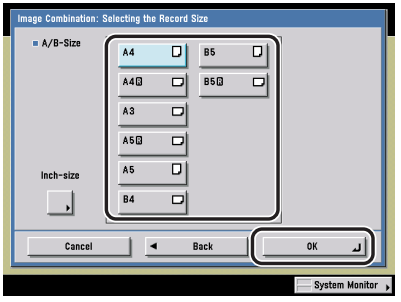
You cannot use Automatic Paper Selection in the Image Combination mode.

NOTE

- *The machine automatically selects the copy ratio depending on the selected paper size.*
- *If you set the Image Combination mode, the Center Shift mode is also automatically set.*

1 **Specify the Image Combination mode in accordance with steps 1 to 3 of "Copying," on p. 4-43.**

2 **Select the record size → press [OK].**



The selected mode is set.

NOTE

- *To select an inch paper size, press [Inch-size].*
- *The original is scanned with the reduction ratio automatically set, depending on the selected record size.*

Shifting the Original Image

You can make copies with the entire original image shifted to the centre or a corner.

IMPORTANT

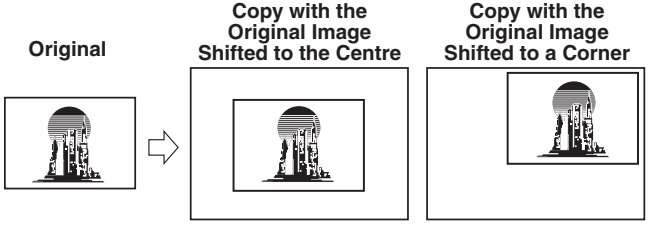
- *The Shift mode cannot be used with the following mode(s).*
  - *Copy: Cover/Sheet Insertion (Tab Paper), Image Repeat, Mirror Image, Tab paper Creation*
- *The Shift (No. Key Entry) mode cannot be used with the following mode(s), in addition to the modes mentioned above.*
  - *Copy: Remote or Cascade Copy, Image Combination, Booklet, Page/Copy Set Numbering, Watermark/Print Date*
- *The Shift mode cannot be selected if you set the Different Size Originals mode in combination with the Automatic Paper Selection mode.*
- *If the original and the copy paper are the same size and the copy ratio is set at 100%, the image of the original is not shifted.*
- *The default setting is 'Center'.*
- *If you use the numeric keys to enter the shift position, the original image may be partially cut off on the copy, depending on the size of the original, the size of the copy paper, and the amount of shift specified.*

NOTE

The Shift mode is available for the Copying function only.

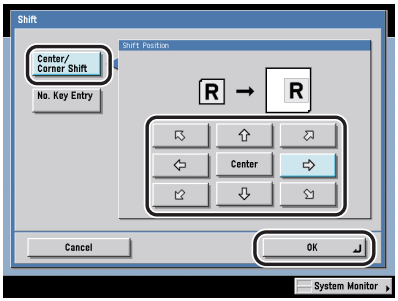
Using the Arrow Keys

The [Center/Corner Shift] setting enables you to use the arrow keys on the touch panel display to make copies with the entire original image shifted to the centre or a corner.



1 **On the Special Features screen, press [Shift].**

2 **Press [Center/Corner Shift] → select the shift direction with an arrow key → press [OK].**

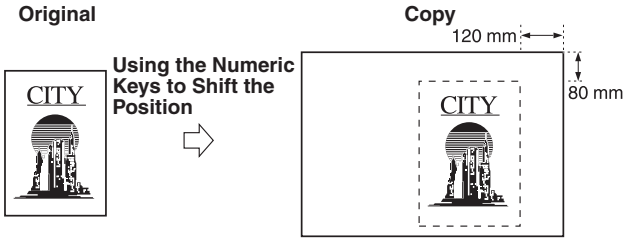


The shift direction is the direction that you want the original image moved to, if you first visualize the original image as being face up and appearing in the centre of the copy page.

The selected mode is set.

Using the Numeric Keys

The [No. Key Entry] setting enables you to shift the entire image to a position that you specify using ⓪ - ⑨ (numeric keys).



1 On the Special Features screen, press [Shift].

2 Use ⓪ - ⑨ (numeric keys) to enter the shift position.

❑ Press [No. Key Entry].

❑ Select the shift direction.

❑ Enter the shift value.

If you enter a value using ⓪ - ⑨ (numeric keys) outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

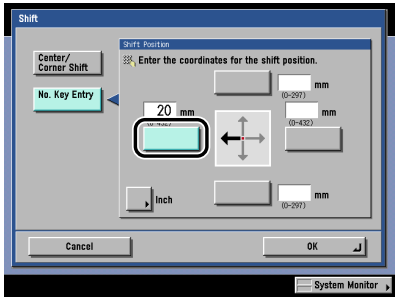
NOTE

- *To change a value you entered, select the shift direction → enter the correct value using ⓪ - ⑨ (numeric keys).*
- *For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*

● **Example: To move the original image to the left:**

❑ Press the left [▭].

❑ Enter the shift value.



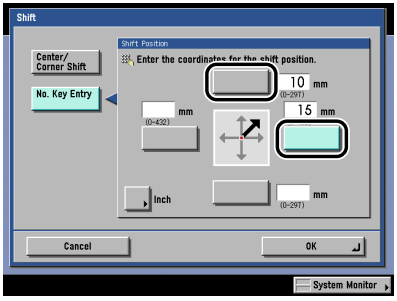
● **Example: To move the original image in a diagonal direction:**

❑ Press the top [▭].

❑ Enter the shift value.

❑ Press the right [▭].

❑ Enter the shift value.



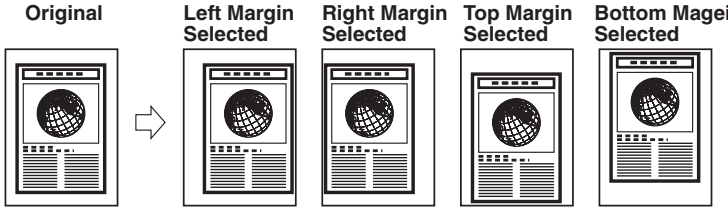
A diagonal arrow pointing in the direction of the shift appears.

3 Press [OK].

The selected mode is set.

Margin Mode

This mode enables you to make copies or prints with the entire original image shifted by a designated width to the left, right, top, or bottom in order to create a margin on the copies. Use this mode to make copies or prints ready for placement in ring binders.



IMPORTANT

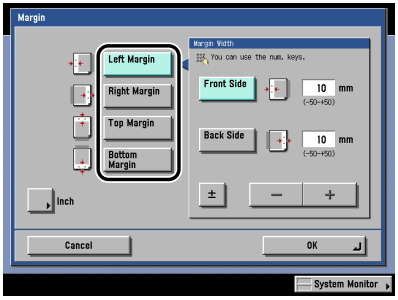
- *The Margin mode cannot be used with the following mode(s).*
  - *Copy: Cover/Sheet Insertion (Tab Paper), Booklet, Image Repeat, Mirror Image, Tab Paper Creation*
  - *Mail Box: Cover/Sheet Insertion (Tab Paper), Booklet, Tab Paper Creation*
- *The Margin mode shifts the entire original image by the designated width. Therefore, an original whose image extends all the way to the edges of the sheet may be partially cut off on the copy.*

NOTE

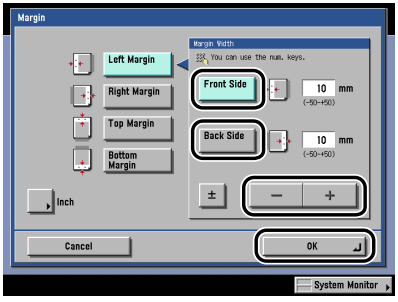
- *The procedure for printing documents from an inbox is the same as for copying.*
- *You can choose to only create a margin on the back side of a copy. Therefore, originals that already have a margin can be copied in the 1 ▶2-Sided mode or 2 ▶1-Sided mode.*

1 **On the Special Features screen, press [Margin].**

2 Select the desired margin type.



3 Select [Front Side] or [Back Side] → press [-] or [+] to set the margin width (-50 mm to +50 mm) → press [OK].



If you enter a value using ⓪ - ⑨ (numeric keys) outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

The selected mode is set.

IMPORTANT

- *If you are using the Margin and Two-sided modes together and copying or printing a document that already has a margin, follow the instructions below:*
  - *1 ▶2-Sided: Set the Margin mode for the back only.*
  - *2 ▶2-Sided: You do not need to set the Margin mode. Proceed to make copies or prints in the usual way.*
  - *2 ▶1-Sided: Set the Margin mode for the back only.*
- *If you are using the Margin and Two-sided modes together and copying or printing a document that already has a left or right margin, follow the instructions below:*
  - *1 ▶2-Sided: Set the Margin mode for both the front and back.*
  - *2 ▶2-Sided: Set the Margin mode for both the front and back.*
  - *2 ▶1-Sided: Set the Margin mode for both the front and back.*

NOTE

- *The default setting is '10 mm'.*
- *If you enter a value other than 0, you can switch between positive and negative margin width by pressing [±].*

  Example: (+)10 → [±] → -10
  -50 → [±] → (+)50

- *For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*

Frame Erase

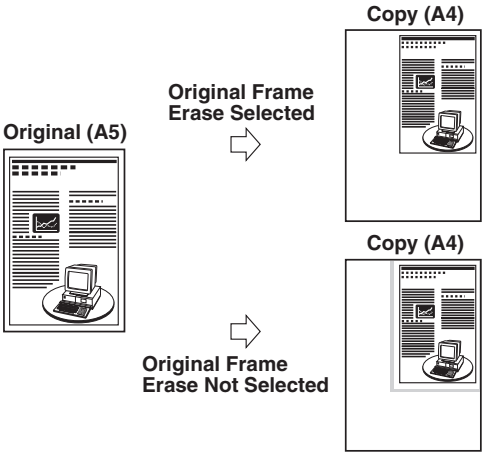
This mode enables you to erase shadows and lines that appear when copying (scanning) various types of originals. There are three types of the Frame Erase mode: Original Frame Erase, Book Frame Erase, and Binding Erase.

IMPORTANT

Combinations of the three Frame Erase modes cannot be set. If you select one of these modes, the previously set mode is cancelled.

Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy (scanned image) if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy (recorded page).



IMPORTANT

The Original Frame Erase mode cannot be used with the following mode(s).

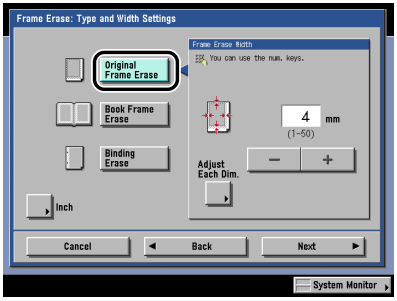
- *Copy: Entire Image, Cover/Sheet Insertion (Tab Paper), Image Combination, Booklet, Image Repeat, Mirror Image, Tab Paper Creation, Page/Copy Set Numbering, Watermark/Print Date*
- *Mail Box: Document Size Select (Auto), Booklet Scanning, Different Size Originals, Image Combination*

NOTE

The procedure for storing documents in an inbox is the same as for copying.

1 On the Special Features screen, press [Frame Erase].

2 Press [Original Frame Erase].



3 Press [-] or [+] to set the frame erase width.

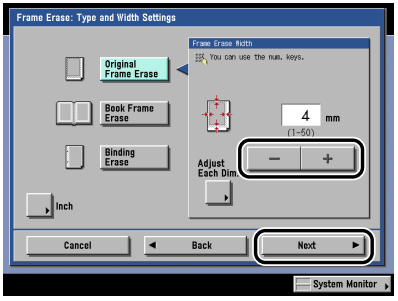
If you enter a value using ⓪ - ⑨ (numeric keys) outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

NOTE

- *The default setting is '4 mm'. The maximum original frame erase width that you can set is '50 mm'.*
- *For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*

● **If you want to set the same width for all four borders:**

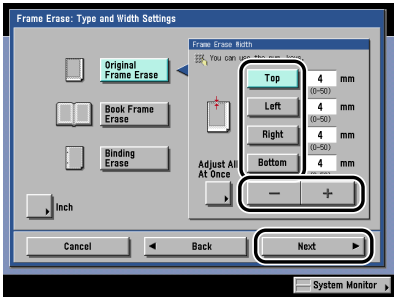
❑ Press [-] or [+] to set the frame erase width → press [Next].



● **If you want to set the top, left, right, and bottom widths independently:**

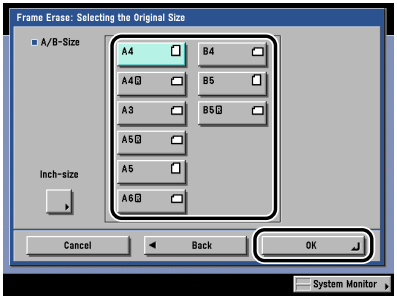
❑ Press [Adjust Each Dim.].

❑ Select the desired frame erase borders → press [-] or [+] to set their respective frame erase widths → press [Next].



To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

4 Select the original size → press [OK].



The selected mode is set.

IMPORTANT

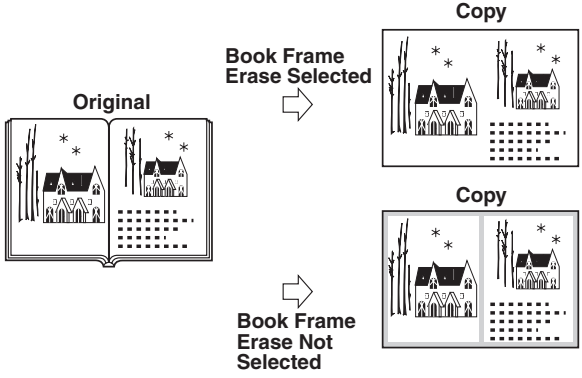
You can set the Original Frame Erase mode only for the original paper sizes shown on the touch panel display.

NOTE

To select an inch paper size, press [Inch-size].

Book Frame Erase

This mode erases the dark border, as well as centre and contour lines that appear if you are copying (scanning) facing pages in a book or bound original onto a single sheet of paper (recorded page).



IMPORTANT

The Book Frame Erase mode cannot be used with the following mode(s).

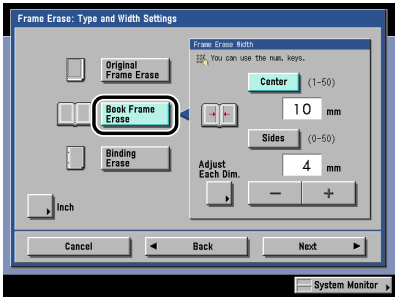
- *Copy: Entire Image, Cover/Sheet Insertion (Tab Paper), Image Combination, Booklet, Image Repeat, Mirror Image, Tab Paper Creation, Page/Copy Set Numbering, Watermark/Print Date*
- *Mail Box: Document Size Select (Auto), Booklet Scanning, Different Size Originals, Image Combination*

NOTE

The procedure for storing documents in an inbox is the same as for copying.

1 On the Special Features screen, press [Frame Erase].

2 Press [Book Frame Erase].



3 Press [-] or [+] to set the frame erase widths.

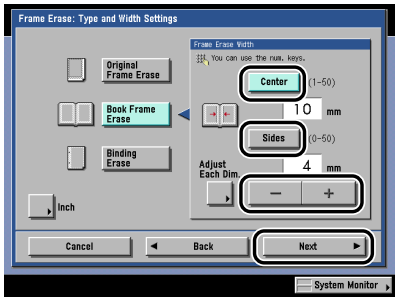
If you enter using ⓪ - ⑨ (numeric keys) a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

NOTE

- *The default settings are '10 mm' for [Center] and '4 mm' for [Top], [Left], [Right], and [Bottom]. The maximum book frame erase width that you can set is '50 mm'.*
- *For instructions on entering values in inches, See Chapter 2, "Basic Operations" in the Reference Guide.*

● **If you want to set the same width for all four borders:**

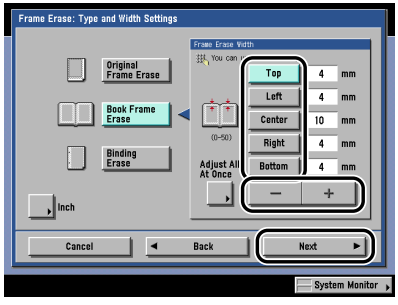
❑ Press [Center] and [Sides] → press [-] or [+] to set their respective frame erase widths → press [Next].



● **If you want to set the top, left, centre, right, and bottom widths independently:**

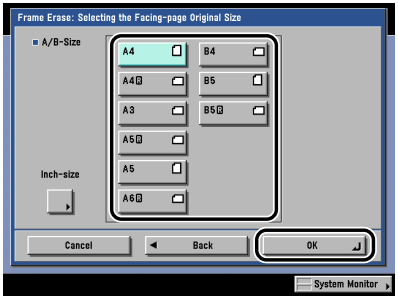
❑ Press [Adjust Each Dim.].

❑ Select the desired frame erase borders → press [-] or [+] to set their respective frame erase widths → press [Next].



To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

4 **Select the size of the bound original when it is open → press [OK].**



The selected mode is set.

IMPORTANT

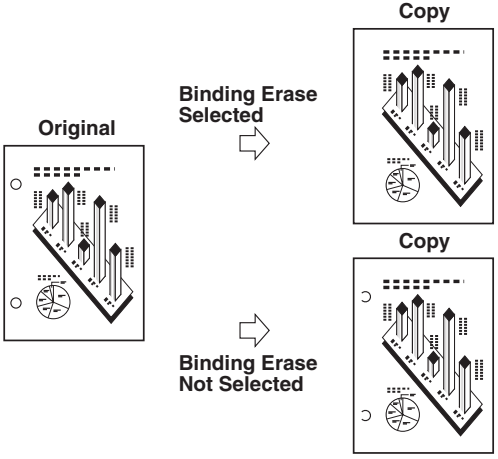
You can set the Book Frame Erase mode only for the original paper sizes shown on the touch panel display.

NOTE

To select an inch paper size, press [Inch-size].

Binding Erase

This mode erases the shadows that appear on copies (scanned image) from binding holes on originals.



IMPORTANT

- *The Binding Erase mode cannot be used with the following mode(s).*
  - *Copy: Entire Image, Book ▸2-Sided, Two-page Separation, Cover/Sheet Insertion (Tab Paper), Booklet, Image Repeat, Mirror Image, Tab Paper Creation, Page/Copy Set Numbering, Watermark/ Print Date*
  - *Mail Box: Two-page Separation, Booklet Scanning*
- *Do not place originals with binding holes in the feeder, as this may damage the originals.*
- *When using the Binding Erase mode, the borders you do not select are also erased by 4 mm.*

NOTE

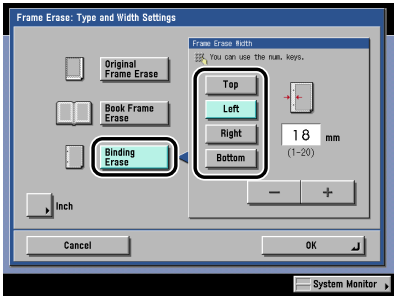
The procedure for storing documents in an inbox is the same as for copying.

1 On the Special Features screen, press [Frame Erase].

IMPORTANT

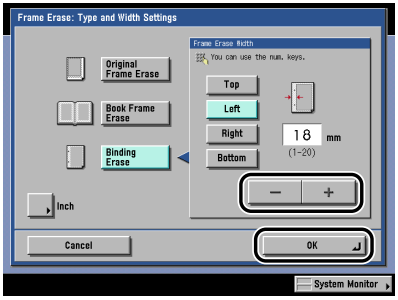
Place your original on the platen glass.

2 Press [Binding Erase] → select the border where the binding holes are located.



The border is where the binding holes are located on the original, if you visualize the original as being face up.

3 Press [-] or [+] to set the frame erase width → press [OK].



If you enter a value using ⓪ - ⑨ (numeric keys) outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

The selected mode is set.

NOTE

- *The default setting is '18 mm'. The maximum binding erase width that you can set is '20 mm'.*
- *For instructions on entering values in inches, See Chapter 2, "Basic Operations" in the Reference Guide.*

Different Size Originals

This mode enables you to copy (scan) different size originals with the same widths such as A3 and A4, together as one group.

IMPORTANT

- *The Different Size Originals mode cannot be used with the following mode(s).*
  - *Copy: Book ▸2-Sided, Two-page Separation, Image Combination, Booklet, Image Repeat*
  - *Mail Box: Document Size Select (Manual), Two-page Separation, Booklet Scanning, Original Frame Erase, Book Frame Erase, Image Combination*
- *If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).*
- *Align the top edge of the originals with the back edge of the feeder if you are placing originals with different widths. ("Width" refers to the vertical measurement of the paper from the front of the machine to the back of the machine when the paper is placed in the feeder or on the platen glass.)*
- *If the originals are placed in the feeder, set different size originals in the following combinations. Other combinations may damage the originals.*
  - *11" x 17" and LGL, LTR and LGL, LTR and LTRR*
- *If you place originals with different widths into the feeder, the originals may move slightly when fed to the platen glass. As a result, the images may be scanned and copied as slanted.*
- *If the Different Size Originals mode is set, the scanning speed may be slower than normal.*
- *When copying, if the Different Size Originals mode is set in combination with the Shift mode or the Cover/Sheet Insertion (Front Cover, Back Cover, Sheet Insertion, or Chapter Page) mode, you cannot use the Automatic Paper Selection mode.*
- *When placing different sized originals and printing them with their respective paper sizes, the output is not stapled.*
- *When copying, if the Different Size Originals mode is set, Auto Orientation is not performed.*

NOTE

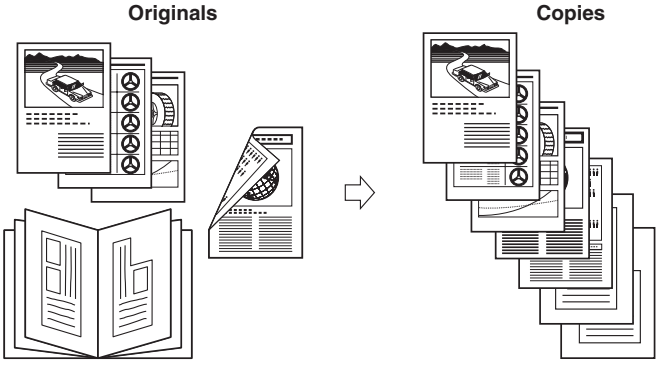
- *The procedure for storing documents in an inbox is the same as for copying.*
- *When copying, if the Different Size Originals mode is used with the 1 ▸2-Sided mode, the copies are output as one-sided copies on paper of their respective sizes if the originals for the front and back sides of a two-sided copy are different in size.*

1 On the Special Features screen, press [Different Size Originals].

The selected mode is set.

Job Build

This mode enables you to scan originals that are too many to be placed at once, by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. The originals are printed as one document after all of the batches have been scanned.



IMPORTANT

- *You cannot change the copy settings while the machine is scanning originals in the Job Build mode. You need to set the necessary copy/scan settings beforehand, according to the type of originals or the desired result.*
- *If you place your originals in the feeder, remove the originals from the original output area when the scanning of each batch is complete.*
- *When copying, you can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the number of copies, Two-sided Original mode, original type, and copy exposure. However, if you specify the Image Combination mode with the Job Build mode, you cannot change the copy exposure and original type.*
- *When storing a document in an inbox, you can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the 2-sided Original mode, original type, scan exposure. However, you cannot change the original type and scan exposure while the machine is scanning originals in the Image Combination mode.*

NOTE

- *The procedure for storing documents in an inbox is the same as for copying.*
- *If you place different size originals in the feeder, set the Different Size Originals mode. (See "Different Size Originals," on p. 4-63.)*
- *It is useful to store originals in an inbox first, and print them later using the Merge Documents mode if you cannot prepare the originals at one time, or if you want to specify different settings for each original. (See "Merging Documents," on p. 3-67.)*
- *When copying, if you want to copy one-sided and two-sided originals as two-sided copies, divide the originals into one-sided and two-sided batches. For example, if the first batch of originals to be copied consists of two-sided originals, set the Two-sided Original mode accordingly. Thereafter, you have to manually set or cancel the Two-sided Original mode for each batch of originals that you scan.*
- *When storing a document in an inbox, if you want to scan one-sided and two-sided originals and store them as two-sided documents, divide the originals into one-sided and two-sided batches. For example, if the first batch consists of two-sided originals, set the 2-sided Original mode. Thereafter, you have to manually set or cancel the 2-sided Original mode for each batch of originals that you scan.*

1 On the Special Features screen, press [Job Build] → [Done].

The selected mode is set, and the display returns to the Regular Copy Basic Features screen.

2 Press ◇.

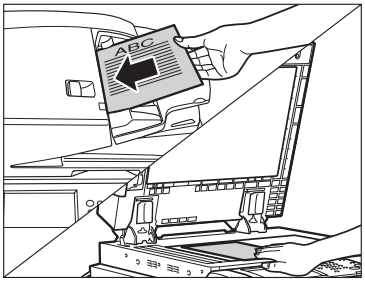
Scanning starts.

NOTE

To cancel scanning, press [Cancel] or ▷.

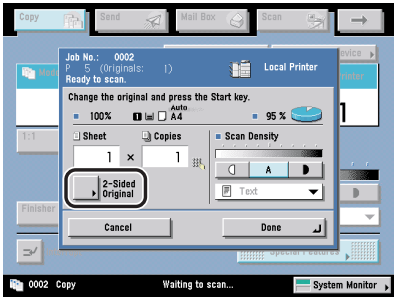
3 When scanning is complete, place your next batch of originals → press ◇.

If you want to change the scan settings, change them before pressing ⊙.



● **If the original is two-sided:**

❑ Press [2-Sided Original].



❑ Select the type of two-sided original → press [OK].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

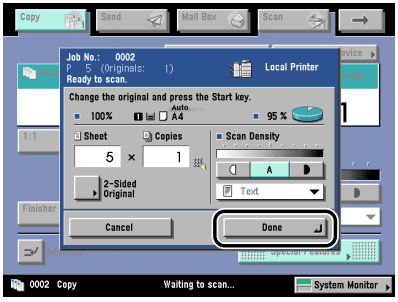
[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

Do not forget to set or cancel the Two-sided Original mode, according to the type of originals you place next.

To cancel the Two-sided Original mode, press [2-Sided Original] → [Cancel].

Repeat this step as necessary.

4 After the last batch of originals is scanned, press [Done].



Copying starts.

Scan Image Check

This enables you to confirm scanned images page by page while copying them when you scan originals in succession on the platen glass. This is useful to prevent miscopying resulting from misscanning.

IMPORTANT

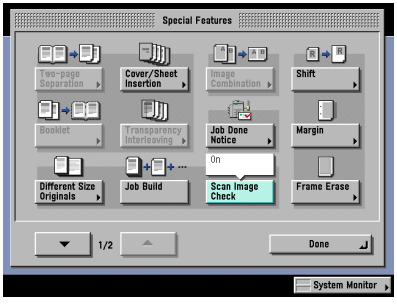
- *The Scan Image Check mode cannot be used with the Remote or Cascade Copy, 2 ▸2-Sided, 2 ▸1-Sided, Book ▸2-Sided, Two-Page Separation, Image Combination, Booklet, Transparency Interleaving, Image Repeat, or Form Composition modes.*
- *When 1 ▸2-Sided is set, two-sided copying is not performed and the machine copies each original at a time.*
- *The originals must be set on the platen glass. You cannot copy using Scan Image Check mode with the originals set in the Feeder.*

NOTE

The Scan Image Check is available for the Copy function only.

1 **Place your originals on the platen glass → press [Special Features].**

2 **Press [Scan Image Check] → press [Done].**



3 Press ◎.

Scanning starts and the image is printed.

NOTE

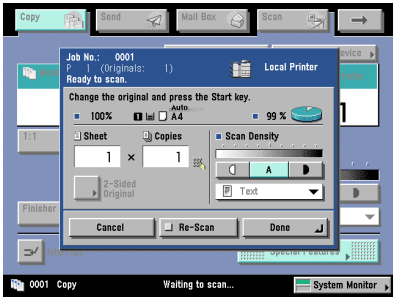
To cancel scanning, press [Cancel] or press ▷.

4 Confirm the contents of the printout → scan the next original.

To rescan the image immediately after an original has scanned, replace the original → select [Re-Scan] → press ◎.

If you want to change the copy settings, make the changes before pressing ◎.

- You can adjust the exposure and the image quality. (See "Exposure and Original Type Settings," on p. 3-2.)
- You can change the number of copy sets. (See "Flow of Copy Operations," on p. 1-11.)
- You can change the copy ratio. (See "Changing the Copy (Zoom) Ratio," on p. 3-9.)



5 After all originals are scanned, press [Done].

Copying starts.

NOTE

- *To cancel this setting, press [Special Features] → [Scan Image Check].*
- *To cancel all settings and return the machine to the Standard mode, press ◎.*

Job Done Notice

This mode enables you to set the machine to notify you through e-mail when the current copy job is done. This is especially useful when you are waiting in line for a large copy job to complete or when you are using the Remote or Cascade Copy mode.

IMPORTANT

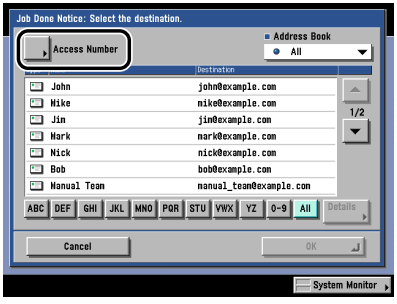
To be able to set the Job Done Notice mode, you must first store your e-mail address in the Address Book. (See Chapter 9, "Storing/Editing Address Book Settings," in the Sending Guide.)

NOTE

- *The Job Done Notice is available for the Copying function only.*
- *The Job Done Notice can be set only if the Universal Send Kit is activated.*

1 On the Special Features screen, press [Job Done Notice].

2 If you want to select a destination managed with the Access Number Management setting, press [Access Number].

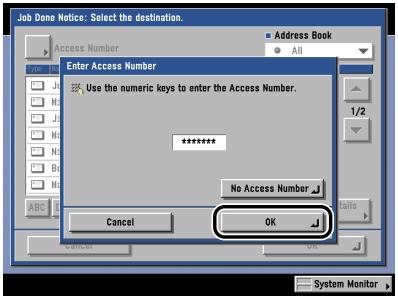


If you want to select a destination that is not managed with the Access Number Management setting, or if the Access Number Management setting is not set to 'On', proceed to step 4.

NOTE

To display the [Access Number] key, set Access Number Management to 'On'. To access the Access Number Management setting, press ⑥ → [System Settings] → [Restrict Access to Destinations] → [Access Number Management]. (See Chapter 10, "System Manager Settings, in the Sending Guide.)

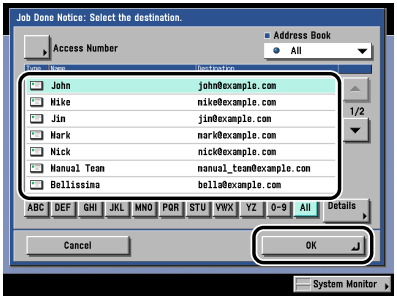
3 Enter the access number for the selected destination using ⓪ - ⑨ (numeric keys) → press [OK].



If you press [No Access Number], the destinations that are not managed with the Access Number Management setting are displayed.

If you press [Cancel], the display returns to the screen that was displayed before pressing [Access Number].

4 Select the destination of the job done notice → press [OK].



If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

The selected mode is set.

NOTE

- *For instructions on selecting a destination, see Chapter 2, "Basic Sending Methods," in the Sending Guide.*
- *You cannot select multiple destinations at one time.*
- *Once copying is complete, a job done notice is sent to the selected destination.*

Inverting Images

This mode enables you to make copies of, or scan and record the original image by inverting black and white.

NOTE

The procedure for storing documents in an inbox is the same as for copying.

1 On the Special Features screen, press [Nega/Posi].

The selected mode is set.

Image Repeat

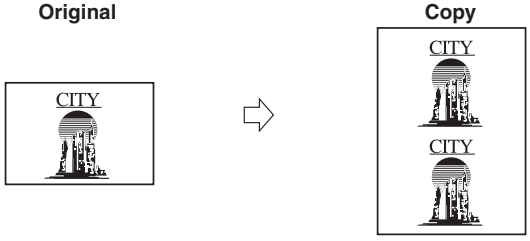
This mode enables you to repeatedly copy the entire original image in either the vertical or horizontal direction. The following two settings are available for the Image Repeat mode.

NOTE

The Image Repeat mode is available for the Copying function only.

■ Automatic Setting

The original image is copied so that the maximum possible number of repeats fit onto the selected paper size.



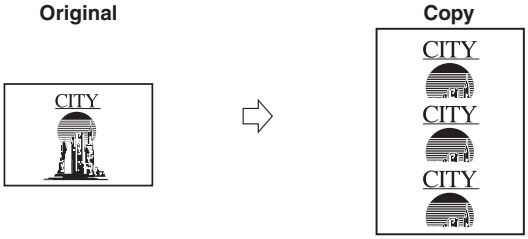
IMPORTANT

The Image Repeat (Auto) mode cannot be used with the following mode(s).

- *Copy: Automatic Paper Selection, Auto Zoom, XY Zoom (Auto XY Zoom), Saddle Stitch (Add Cover), Entire Image, Book ▸2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Different Size Originals, Scan Image Check, Frame Erase, Mirror Image, Form Composition, Tab Paper Creation*

■ Manual Setting

The original image is copied the specified number of times.



Example: If '3 times' is specified, images overlap when copied.

IMPORTANT

The Image Repeat (Manual) mode cannot be used with the following mode(s).

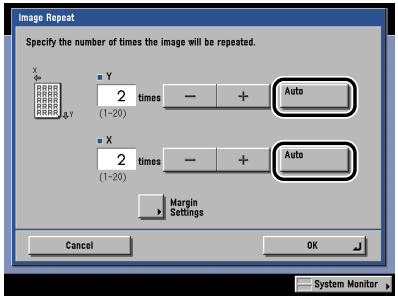
- *Copy: Entire Image, Saddle Stitch (Add Cover), Book ▸2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Different Size Originals, Scan Image Check, Frame Erase, Mirror Image, Form Composition, Tab Paper Creation*

1 **On the Special Features screen, press [Image Repeat].**

2 **Set the number of times that you want the image to repeat for both the vertical and horizontal directions.**

● **If you want to set the number of repeats automatically:**

❑ Press [Auto].

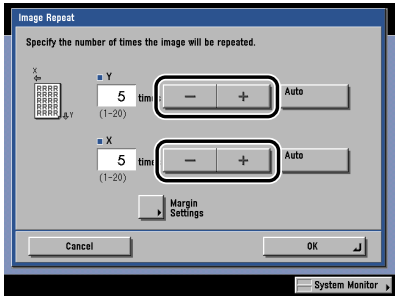


The default setting is 'Auto'. If [Auto] is already selected, this step is not necessary.

The original image is copied so that the maximum possible number of repeats fit onto the selected paper size.

● **If you want to set the number of repeats manually:**

❑ Press [-] or [+] to set the number of times that you want the image to repeat.

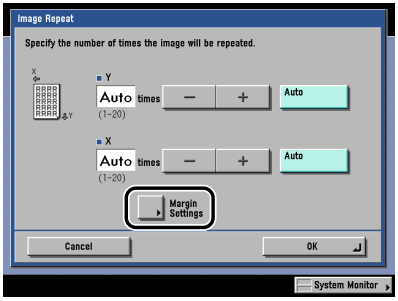


You can set the number of repeats from 1 to 20.

IMPORTANT

The repeated images may overlap or have gaps between them, depending on the number of repeats that you set.

3 To specify the amount of the space between repeated images, press [Margin Settings].



If you do not specify [Margin Settings], proceed to step 5.

4 Specify the amount of space between repeated images using [-] and [+].

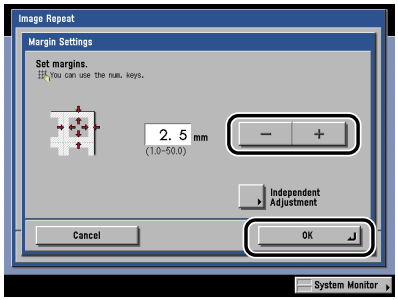
You can also use 0 - 9 (numeric keys) to enter values. If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

NOTE

- *The default setting is '2.5 mm'. You can specify up to 50 mm.*
- *For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*

● **If you want to set the same amount of space for all four sides:**

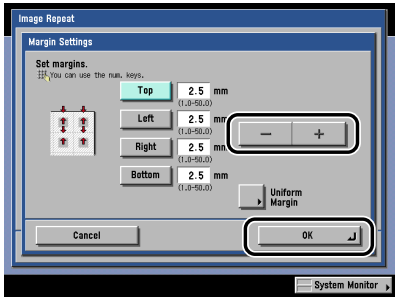
❑ Press [-] or [+] to set the amount of space → press [OK].



● **If you want to set the top, left, right, and bottom spaces independently:**

❑ Press [Independent Adjustment].

❑ Select the space to adjust → press [-] or [+] to set its size → press [OK].



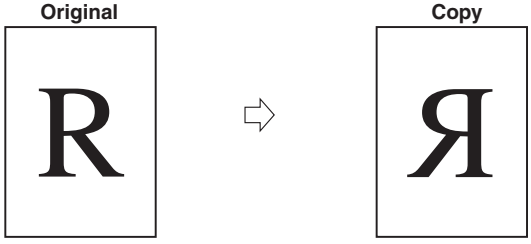
To return to the screen for setting the same amount of space for all four sides, press [Uniform Margin].

5 Press [OK].

The selected mode is set.

Mirror Image

This mode enables you to copy the original image reversed, as if it were a reflection in a mirror.



IMPORTANT

The Mirror Image mode cannot be used with the following mode(s).

- *Copy: Remote or Cascade Copy, Entire Image, Saddle Stitch (Add Cover), Cover/Sheet Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Frame Erase, Image Repeat, Page/Copy Set Numbering, Watermark/Print Date*

NOTE

The Mirror Image mode is available for the Copying function only.

1 On the Special Features screen, press [Mirror Image].

The selected mode is set.

Adjusting the Contrast

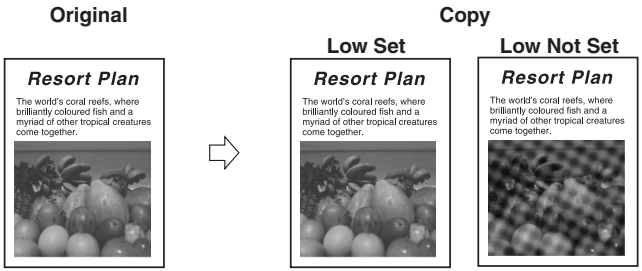
This mode enables you to scan and record, or make copies of the originals with a sharper or softer contrast. To reproduce text or lines with a sharper contrast, use [High] as the setting. To scan/copy originals containing printed photographs or other halftones with a softer contrast, use [Low] as the setting.

NOTE

The procedure for storing documents in an inbox is the same as for copying.

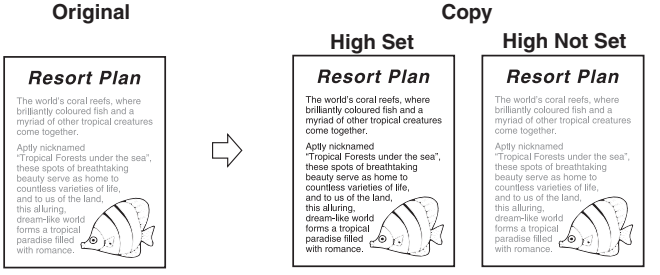
■ Low

If you make copies, or scan an original containing halftones, such as a printed photograph, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. However, you can lessen this moiré effect by using [Low] as the setting to produce a clearer copy (image).


Original
Copy
Low Set
Low Not Set
Resort Plan
The world's coral reefs, where brilliantly coloured fish and a myriad of other tropical creatures come together.
Resort Plan
The world's coral reefs, where brilliantly coloured fish and a myriad of other tropical creatures come together.
Resort Plan
The world's coral reefs, where brilliantly coloured fish and a myriad of other tropical creatures come together.

■ High

This setting enhances the edges of original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited to scanning and copying blueprints and faint pencil drawn images.


Original
Copy
High Set
High Not Set
Resort Plan
The world's coral reefs, where brilliantly coloured fish and a myriad of other tropical creatures come together.
Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

1 On the Special Features screen, press [Sharpness].

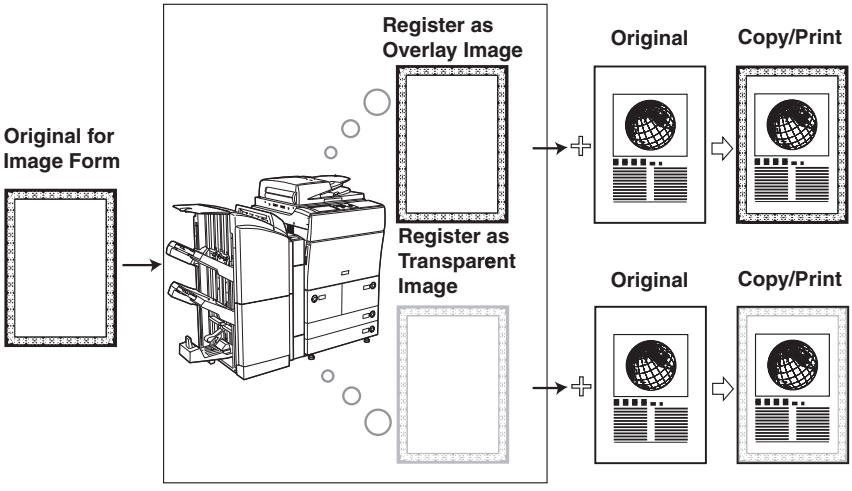
2 Press [Low] or [High] to adjust the sharpness → press [OK].

To copy text or lines clearly, the setting should be towards [High]. To copy originals containing printed photographs or other halftones, the setting should be towards [Low].

The selected mode is set.

Composing Images

The Form Composition mode enables you to superimpose a previously scanned image which has been stored in the memory of the machine (image form) on the output.



IMPORTANT

- *The Form Composition mode cannot be used with the following mode(s).*
  - *Copy: Remote Copy, Saddle Stitch, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, Image Repeat, Scan Image Check, Page/Copy Set Numbering, Watermark/Print Date*
  - *Mail Box: Saddle Stitch, Cover/Sheet Insertion, Cover/Job Separator, Booklet, Page/Copy Set Numbering, Watermark/Print Date*
- *If you use the Form Composition mode with the Cascade Copy mode, it is necessary to assign the same name to the stored image form in both this machine and the remote copy printer beforehand. If the assigned image form name in this machine is not set in the remote copy printer, the job is canceled. If multiple image forms with the same assigned name are stored in the remote copy printer, different image may be used for Form Composition.*
- *To use the Form Composition mode, the image form must be stored in the machine beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *Form composition can be used with other copy modes, which are not listed above, to process images. However, copy modes other than the Shift and Mirror Image modes can only be used for copying images, and not for stored image forms.*
- *Up to 100 image forms can be stored. However, this number varies depending on the free space of the hard disk.*
- *The Form Composition mode can only be used with documents whose resolution is 600 x 600 dpi.*
- *Printing/Copying performance may not be optimal in the Form Composition mode, depending on the selected document and image form.*

NOTE

The procedure for printing documents from an inbox is the same as for copying.

1 On the Special Features screen, press [Form Composition].

2 Select the image form to be superimposed over the original → press [OK].

When there are more than eight stored image forms, press [▼] or [▲] to display the other images.

To combine images on both sides of a sheet, press [Back] → select the desired image form.

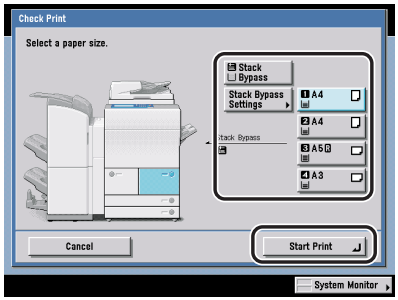
- You can select different image forms for both the front and back sheets.

To check images stored as forms, press [Check Print] to print a sample of the image.

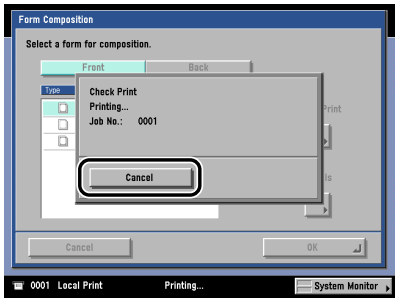
Press [Details] to display the detailed information of the image form.

● **If [Check Print] is selected:**

❑ Select the paper size → press [Start Print].



Press [Cancel] to cancel the sample print.



❑ After the sample prints, a message appears, asking for your confirmation to use this form image from composition, press [Yes].

Press [No] to cancel the form composition.

The selected mode is set.

Page and Copy Set Numbering

This mode enables you to print page numbers, copy set numbers, and user-defined text onto the output.

IMPORTANT

- *The Page Numbering mode cannot be used with the following mode(s).*
  - *Copy: Saddle Stitch, Entire Image, Shift (No. Key Entry), Transparency Interleaving, Frame Erase, Mirror Image, Form Composition*
  - *Mail Box: Saddle Stitch, Form Composition*
- *The Copy Set Numbering mode cannot be used with the following mode(s), in addition to the modes mentioned above.*
  - *Copy: Group, Rotate Group, Offset Group, Booklet*
  - *Mail Box: Group, Rotate Group, Offset Group, Booklet*
- *For the Mail Box function, the Page/Copy Set Numbering mode cannot be used with documents whose resolution is other than 600 x 600 dpi.*
- *Printing/Copying performance may not be optimal in the Page/Copy Set Numbering mode, depending on the scanned original and combination of copy modes.*

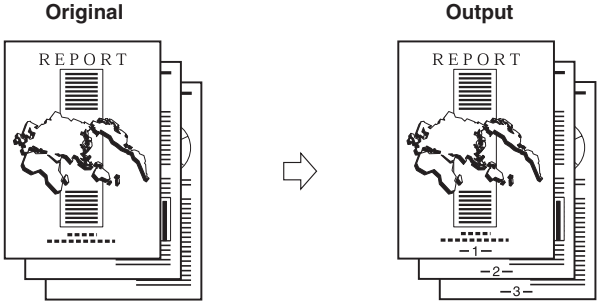
NOTE

- *The procedure for printing documents from an inbox is the same for copying.*
- *You can also adjust the position of the page numbers. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *If you select [Numbered Chapters] in combination with the Cover/Sheet Insertion (Sheet Insertion. Chapter Page, or Tab Paper) mode or the Cover/Job Separator mode (for the Mail Box function), the chapter numbers are counted as follows:*
  - *Copy: After each chapter page or tab paper is inserted*
    After each sheet insertion (left blank) is inserted
  - *Mail Box: After each sheet is inserted*
- *If the Scan Image Check mode is used with the Copy Set Numbering mode, the number is copied as "XXXXX."*
- *If the copy number has fewer than five digits, the machine copies it as follows:*
  - *Example: If the copy number is 10, "00010" is printed.*
- *If the Page Numbering mode is used with the Cover/Sheet Insertion or Cover/Job Separator mode (for the Mail Box function), page numbers are not printed on the inserted pages.*

■ Page Numbering

Documents can be copied with page numbers (numbers only, numbers enclosed with hyphens, with chapter numbers, or with the total page number).

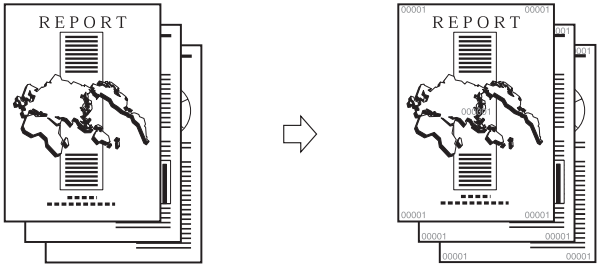
Original **Output**



■ Copy Set Numbering

This mode enables you to copy or print a document with a five digit number in the background of each page.

Original **Output**



1 **On the special Features screen, press [Pg/Copy Set Numbering].**

2 **Press [Page Numbering].**

3 **Select the type of numbering ([Numbers Only], [Numbers with Hyphens], [Numbered Chapters], or [Total Page Numbering]).**

4 **Select the orientation and the position of the page numbers → press [Next].**

Orientation:

[Vertical]: Prints the page number vertically.

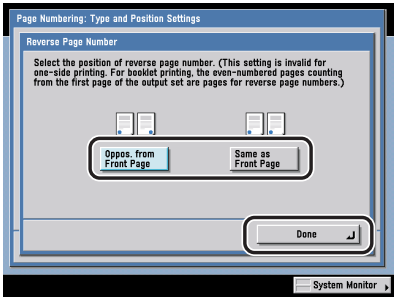
[Horizontal]: Prints the page number horizontally.

NOTE

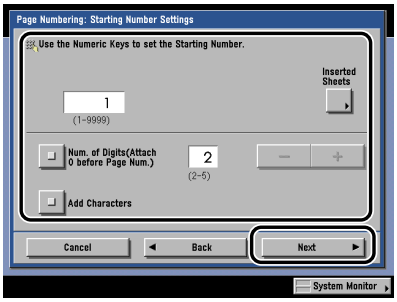
- *If you set any two of the Page Numbering, Copy Set Numbering, Print Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press ⊙.*
- *[Adjust Position] is a shortcut key to Numbering/Date/Watermark Position Adjust. in Adjustment/Cleaning (from the Additional Functions screen).*

● **If you press [Reverse Page Num.]:**

❑ Select the desired position of the page numbers → press [Done].


Page Numbering: Type and Position Settings
Reverse Page Number
Select the position of reverse page number. (This setting is invalid for one-side printing. For booklet printing, the even-numbered pages counting from the first page of the output set are pages for reverse page numbers.)
Oppos. from Front Page
Same as Front Page
Done
System Monitor

5 Enter the page number to start numbering from using 0 - 9 (numeric keys) → press [Next].



If you want to insert chapter numbers along with page numbers, specify the starting chapter number on the left (1 to 9,999), and the starting page number on the right (1 to 9,999).

If you want to insert the total page number along with page numbers, specify to have the page numbers start on the left side (1 to 9,999), and the total page number starts on the right side (1 to 20,000). To set the total page number automatically, press [Auto].

- **If you press [Inserted Sheets]:**

  ❑ Select whether to count the inserted sheets → press [Done].

  [Number]: Counts the sheet insertions, chapter pages, tab papers, job separator, or back cover that you selected to insert in the Cover/Sheet Insertion mode after the first page, but only prints chapter numbers and page numbers onto the main document pages.

  [Do not number]: Does not count the sheet insertions, chapter pages, tab papers, job separator, or back cover that you selected to insert in the Cover/Sheet Insertion mode, and only prints chapter numbers and page numbers onto the main document pages.

● **To specify the number of digits to be printed:**

❑ Press [Num. of Digits (Attach 0 before Page Num.)] → specify the number of digits by pressing [-] or [+].

NOTE

- *The number of digits you can specify is '2' to '5'.*
  - Example: If the page number is 10 and number of digits is 2, "10" is printed.
    If the page number is 10 and number of digits is 5, "00010" is printed.
- *If the specified number of digits is less than the number of digits of the actual page number, the setting is invalid.*

● **To add text:**

❑ Press [Add Characters] → [Next].

❑ Press [Enter] → enter the text → press [OK] → [Next].

You can also select text which has been registered in the machine beforehand.

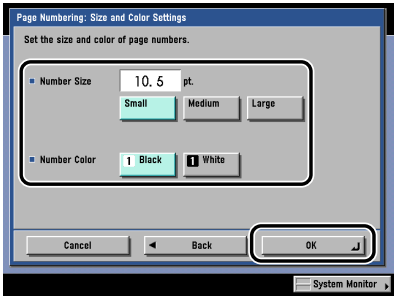
You can enter up to 32 characters.

NOTE

- *For instructions on entering characters, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *The Register button is a short cut key to the Register characters for Page No./Watermark screen in Common Settings (from the Additional Functions screen).*

❑ Set the position of the text → press [Next].

6 Set the size and colour of the page numbers → press [OK].



Select the size of the page numbers from [Small], [Medium], and [Large] ('10.5 pt.', '12.0 pt.', and '14.0 pt.').

You can select [Black] or [White] for the colour of the page numbers. Select [White] to print page numbers on a dark background.

The selected mode is set.

NOTE

If you select [Numbered Chapters] in combination with the Cover/Sheet Insertion (Sheet Insertion. Chapter Page, or Tab Paper) mode or the Cover/Job Separator mode (for the Mail Box function), the chapter numbers are counted as follows:

- *Copy: After each chapter page or tab paper is inserted*
  After each sheet insertion (left blank) is inserted
- *Mail Box: After each sheet is inserted*

Copy Set Numbering

1 **On the Special Features screen, press [Pg/Copy Set Numbering].**

2 **Press [Copy Set Numbering].**

3 **Select the orientation and the position of the copy set numbers → press [Next].**

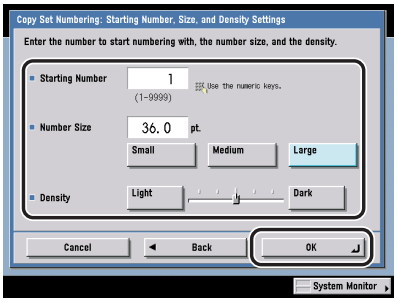
Press [Numbers in 5 Locations] to select all five print positions.

Press [Full Surface] to print the copy set number repeatedly over the surface of the copy.

NOTE

- *If Copy Set Numbering Option Settings in System Settings (from the Additional Functions screen) is set to 'On', [Number in 5 Locations] is grayed out and cannot be selected. (See Chapter 6, "System Manager Settings," in the Reference Guide.)*
- *If you set any two of the Page Numbering, Copy Set Numbering, Print Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press ⊙.*
- *[Adjust Position] is a shortcut key to Numbering/Date/Watermark Position Adjust. in Adjustment/Cleaning (from the Additional Functions screen).*

4 Enter the number to start numbering from → select the character size and density → press [OK].



Enter the number to start numbering with, from 1 to 9999 using ⓪ - ⑨ (numeric keys).

Select the size of the page numbers from [Small], [Medium], and [Large] ('12.0 pt.', '24.0 pt.', and '36.0 pt.').

Adjust the character density by pressing [Light] or [Dark]

The selected mode is set.

NOTE

If Copy Set Numbering Option Settings in System Settings (from the Additional Functions screen) is set to 'On', the size of the page numbers becomes [Small] '10.5 pt.', [Medium] '12.0 pt.', [Large] '14.0 pt.' (See Chapter 6, "System Manager Settings," in the Reference Guide.)

Printing a Watermark and Date

This mode enables you to print a watermark, date, and user-defined text onto the output.

IMPORTANT

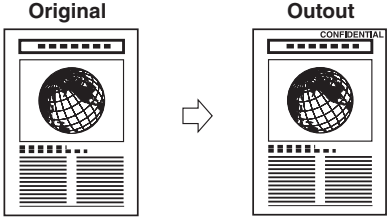
- *The Watermark/Print Date mode cannot be used with the following mode(s).*
  - *Copy: Entire Image, Saddle Stitch, Shift (No. Key Entry), Booklet, Transparency Interleaving, Frame Erase, Mirror Image, Form Composition*
  - *Mail Box: Saddle Stitch, Booklet, Form Composition*
- *Printing performance may not be optimal in the Watermark/Print Date mode, depending on the scanned original and combination of copy modes.*

NOTE

- *The procedure for printing documents from an inbox is the same for copying.*
- *You can also adjust the position of watermark and date. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *If the Watermark/Print Date mode is used with the Cover/Sheet Insertion mode or the Cover/Job Separator mode (for the Mail Box function), the watermark/date will not be printed on the inserted pages.*

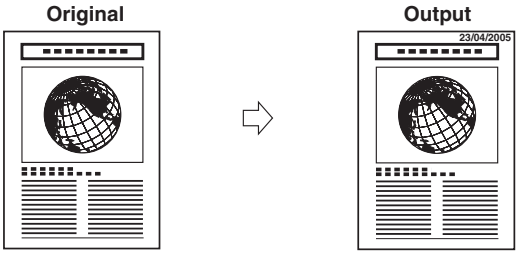
■ Watermark

Prints watermark or user-defined text onto the output.



■ Print Date

Prints the date onto the output.



Watermark Printing

1 **On the Special Features screen, press [Watermark/Print Date].**

2 **Press [Watermark].**

3 **Set the watermark orientation and position → press [Next].**

Orientation:

[Vertical]: Prints the watermark vertically.

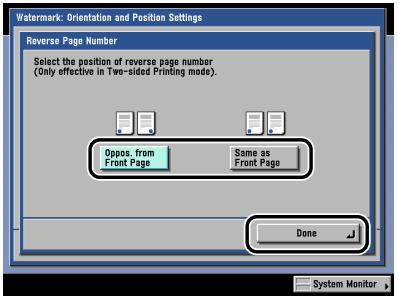
[Horizontal]: Prints the watermark horizontally.

NOTE

- *If you set any two of the Page Numbering, Copy Set Numbering, Print Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press* OK.
- *[Adjust Position] is a shortcut key to Numbering/Date/Watermark Position Adjust. in Adjustment/Cleaning (from the Additional Functions screen).*

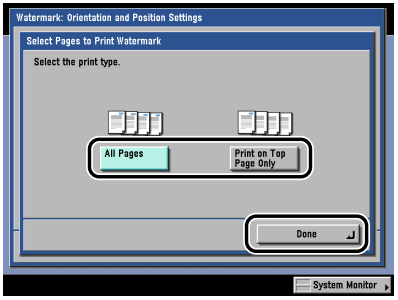
● **If [Reverse Page Num.] is selected:**

❑ Select the desired position of the page numbers → press [Done].

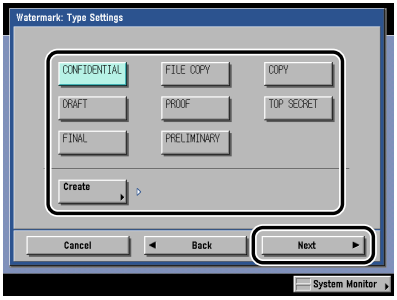

Watermark: Orientation and Position Settings
Reverse Page Number
Select the position of reverse page number
(Only effective in Two-sided Printing mode).
Oppos. from Front Page
Same as Front Page
Done
System Monitor

● **If [Print Type] is selected:**

❑ Select [All Pages] or [Print on Top Page Only] → press [Done].



4 Select the desired preset watermark → press [Next].



IMPORTANT

You cannot select multiple watermark types at the same time. If you select one of these types, the previously set type is cancelled.

NOTE

- *The preset watermarks that can be selected are as follows:*
  - CONFIDENTIAL, FILE COPY, COPY, DRAFT, PROOF, TOP SECRET, FINAL, PRELIMINARY
- *You can also create a user-defined watermark.*

● **If [Create] is selected:**

❑ Press [Enter] → enter the text → press [OK].

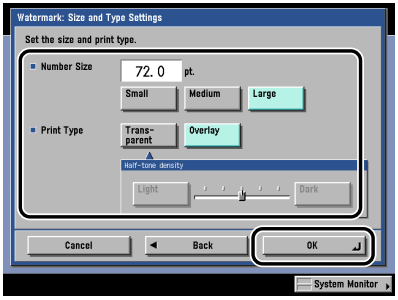
You can also select text which has been registered in the Additional Functions screen.

You can enter up to 32 characters.

NOTE

- *For instructions on entering characters on the touch panel display, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *The Register button is a short cut key to the Register characters for Page No./Watermark screen in Common Settings (from the Additional Functions screen).*

5 **Specify the text size and print type → press [OK].**



Select the size of the watermark from [Small], [Medium], and [Large] ('36.0 pt.', '54.0 pt.', and '72.0 pt.').

You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can also adjust the halftone density by pressing [Light] or [Dark].

The selected mode is set.

Date Printing

1 **On the Special Features screen, press [Watermark/Print Date].**

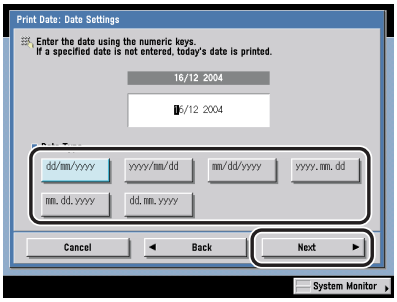
2 **Press [Print Date].**

3 **Set the number orientation and position → press [Next].**

NOTE

- *If you set any two of the Page Numbering, Copy Set Numbering, Print Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press ⊙.*
- *[Adjust Position] is a shortcut key to Numbering/Date/Watermark Position Adjust. in Adjustment/Cleaning (from the Additional Functions screen).*

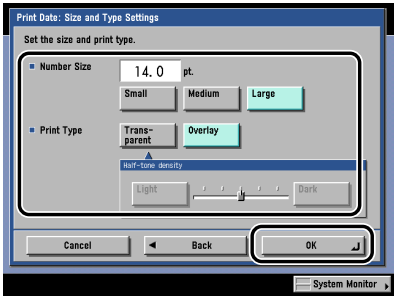
4 Select the date type → specify the date using 0 - 9 (numeric keys) → press [Next].



NOTE

- *There are six types of date format you can select from.*
- *If no date is set, the date set in Date and Time Settings in the System Settings (from the Additional Functions screen) is printed. Confirm that the date and time settings are correct.*

5 Set the number size and print type → press [OK].



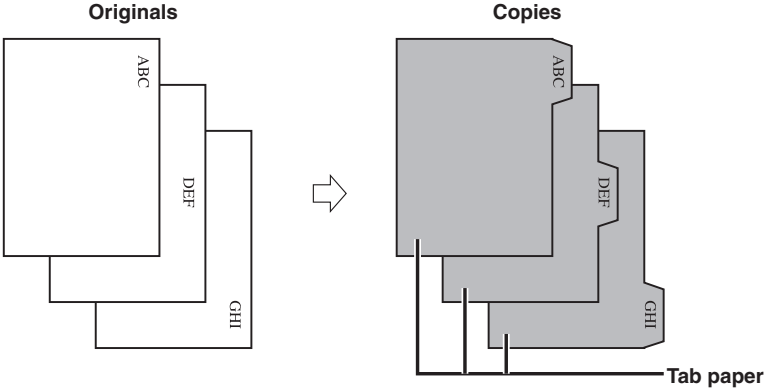
Select the size of the numbers from [Small], [Medium], and [Large] ('10.5 pt.', '12.0 pt.', and '14.0 pt.').

You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can also adjust the halftone density by pressing [Light] or [Dark].

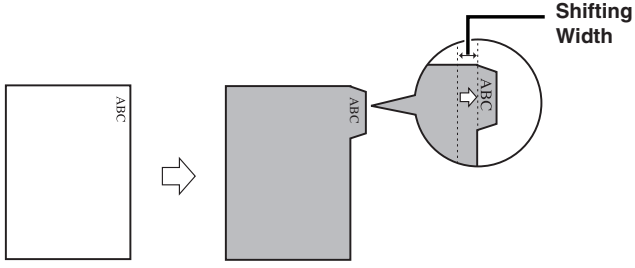
The selected mode is set.

Tab Paper Creation

Load tab paper in either Paper Drawer 3 or 4, and you can copy onto the tabs using the Tab Paper Creation mode.



- You must set how much the image on the originals must be shifted so that the image is copied onto the tabs.



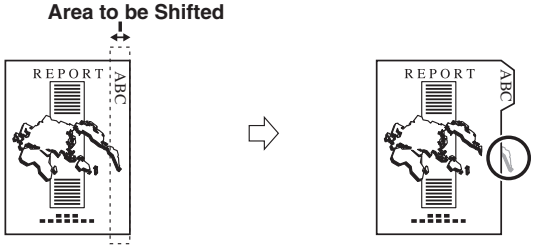
IMPORTANT

- *The Tab Paper Creation mode cannot be used with the following mode(s).*
  - *Copy: Automatic Paper Selection, Auto Zoom, Zoom Program, XY Zoom (Auto XY Zoom), Entire Image, Group, Offset Group, Rotate Collate, Rotate Group, Staple (Top Right Corner, Bottom Right Corner, or Right Double), Saddle Stitch, 1 ▸2-Sided, 2 ▸2-Sided, Book ▸2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Frame Erase, Image Repeat*
  - *Mail Box: Automatic Paper Selection, Group, Offset Group, Rotate Collate, Rotate Group, Staple (Top Right Corner, Bottom Right Corner, or Right Double), Saddle Stitch, Cover/Sheet Insertion, Cover/Job Separator, Two-Sided, Booklet, Margin*
- *Only A4 originals can be used with the Tab Paper Creation mode.*

NOTE

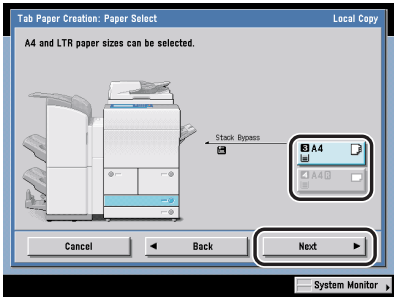
- *The procedure for printing documents from an inbox is the same for copying.*
- *When making copies on the tab paper, check that the tab position is correct and set from the top page.*
- *To create tab papers, it is necessary to store the type of paper for Paper Drawer 3 or 4 in Common Settings from the Additional Functions screen. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *For instructions on how to load tab paper in a Paper Drawer 3 or 4, see Chapter 7, "Routine Maintenance," in the Reference Guide.*
- *Images in the area which is to be shifted, but not within the tab area may cause the copies to have black streaks or appear as dirty.*

Example: Images may be copied onto other parts of the tab paper.

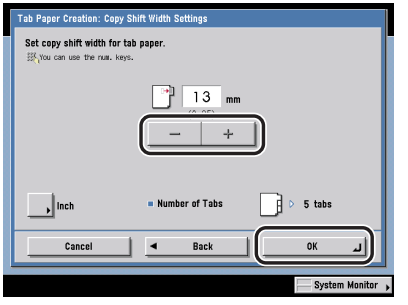


1 **Place your originals → press [Special Features] → [▼] → [Tab Paper Creation].**

2 **Select the Paper Drawer 3 or 4 → press [Next].**



3 **Set the copy shift width (0 - 25 mm) by pressing [-] or [+] → press [OK].**



When entering values in millimetres, you can use 0 - 9 (numeric keys), and C to clear your entries.

If you enter the value using 0 - 9 (numeric keys), you can change the entered value by pressing [-] or [+].

The selected mode is set.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

NOTE

- *Make sure that the Number of Tabs shown on the Tab Paper Creation Copy Shift Width Settings screen is the same as the number of tabs on the tab paper set in the paper drawer.*
- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *The default setting is '13 mm'. You can specify up to '25 mm'.*
- *You can change the number of tabs in Store Paper Type from the Additional Functions screen. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*

4 Press [Done].

The display returns to the Regular Copy Basic Features screen.

5 Press ◇.

Copying starts.

NOTE

- *To cancel this setting, press [Special Features] → [▼] → [Tab Paper Creation] → [Cancel] in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ◇.*

Memory Features

5
CHAPTER

This chapter describes the memory features.

Recalling Previous Copy Jobs 5-2
Memory Keys 5-4
StoringScan/Print/Copy Settings 5-4
Naming a Memory Key 5-6
Recalling Scan/Print/Copy Settings 5-7
Erasing Scan/Print/Copy Settings. 5-8

Recalling Previous Copy Jobs

You can recall the three most recent copy jobs and make copies using these settings.

IMPORTANT

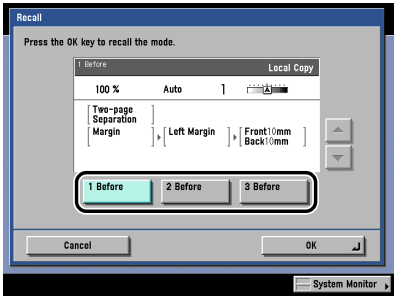
- *One copy job is defined by setting the number of copies, exposure, zoom, etc., and by pressing ⊙ or ⊘, when the Auto Clear function is 'On', or by calling up a copy job stored in memory. If one of these keys was not pressed, or if the Auto Clear function is not active, calling up a copy job by pressing [Recall] is not possible.*
- *The Standard mode cannot be recalled or stored.*
- *Identical copy modes that are stored, are counted as one setting.*
- *Even if a remote copy printer is stored in Recall mode, if the main power of this machine or the remote copy printer is turned OFF and ON again, the stored settings change to Local Printer. To use the stored remote copy printer, confirm that the remote copy printer is ON, update the remote copy printer information after the specified period that you set at the Startup Time Settings in Additional Functions, and set the Recall mode. (See Chapter 3, "Using a TCP/IP Network," in the Network Guide or "Confirming a Remote Device," on p. 8-21.)*

NOTE

- *The Recall mode is available for the Copying function only.*
- *Once stored, the last three copy modes remain in memory after you turn OFF the power.*

1 **On the Special Features screen, press [Recall].**

2 Select [1 Before], [2 Before], or [3 Before].



3 Verify the settings → press [OK].

The selected mode is set.

NOTE

- *If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].*
- *You can change the recalled copy settings before making copies.*

Memory Keys

You can set any possible combination of scan settings, print settings, or copy settings, and then store them in a memory key. There are nine memory keys, and they can be assigned names for increased convenience. This feature is useful for storing frequently used scan, print, and copy settings.

IMPORTANT

Even if a remote copy printer is registered in Mode Memory, if the main power of this machine or the remote copy printer is turned OFF and ON again, the registered settings change to Local Printer. To use the registered remote copy printer, confirm that the remote copy printer is ON, update the remote copy printer information after the specified period that you set at the Startup Time Settings in Additional Functions, and set the Mode Memory. (See Chapter 3, "Using a TCP/IP Network," in the Network Guide or "Confirming a Remote Device," on p. 8-21.)

NOTE

- *The procedure for storing settings in a memory key is the same in both the Copying and Mail Box functions.*
- *The scan, print, and copy settings stored in memory are not erased, even if the power is turned OFF.*

StoringScan/Print/Copy Settings

NOTE

You can store any function or mode in a memory key, except for the Interrupt mode.

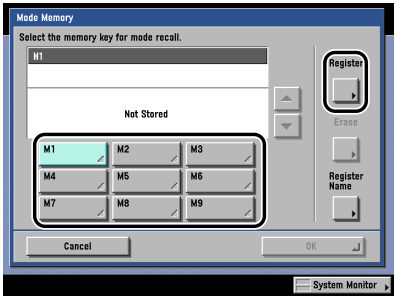
1 Specify the copy settings on the Regular Copy Basic Features screen and/or Special Features screen.

The mode for storing documents in an inbox is set on the scanning screen.

The mode for printing documents in an inbox is set on the Change Pr. Settings screen.

2 **On the Special Features screen, press [Mode Memory].**

3 **Select a key ([M1] to [M9]) for storing the settings → press [Register].**



NOTE

- *Keys that already have settings stored in them are displayed with a coloured triangle (◢) in the lower right corner of the key.*
- *If you select a key that already has settings stored in it, the settings are displayed.*
- *If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].*

● **If you select a key without settings:**

❑ A screen appears, asking for your confirmation to store the settings. Press [Yes].

To cancel storing the settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The key in which you stored the settings is displayed with a coloured triangle (◢) in the lower right corner, and the stored settings are displayed.

● **If you select a key that already has settings stored in it:**

❑ A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].

To cancel overwriting the settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.

4 Press [Cancel].

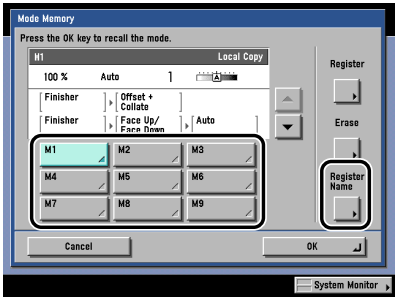
NOTE

You can assign a name to the memory key by pressing [Register Name].

Naming a Memory Key

1 On the Special Features screen, press [Mode Memory].

2 Select a key ([M1] to [M9]) to name → press [Register Name].



NOTE

- *Keys that already have settings stored in them are displayed with a coloured triangle ( ) in the lower right corner of the key.*
- *If you select a key that already has settings stored in it, the settings are displayed.*
- *You can also name keys with no settings stored in them.*
- *If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].*

3 Enter a name → press [OK].

The maximum number of characters that you can enter for a key name is 10.

The assigned name appears on the key.

NOTE

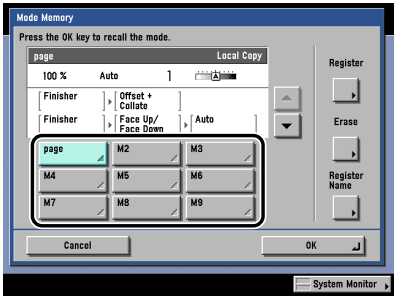
- *For instructions on entering characters, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *If you press [OK] without entering any characters, the key name reverts to its current name (default M1 to M9).*

4 Press [Cancel].

Recalling Scan/Print/Copy Settings

1 On the Special Features screen, press [Mode Memory].

2 Select the key containing the copy settings that you want to recall.



3 Verify the settings → press [OK].

If you select a key that does not have settings stored in it, [OK] is grayed out and you cannot press it. You can select another key that has copy settings stored in it, or press [Cancel].

The selected mode is set.

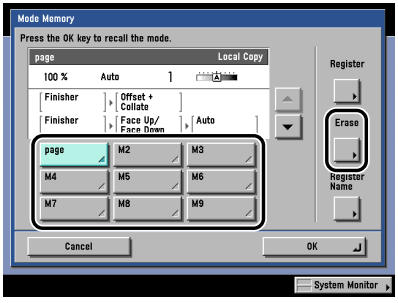
NOTE

- *Recalling settings from memory cancels the current settings.*
- *You can make changes to the recalled settings.*
- *If you press another key, the settings stored in that key are recalled.*

Erasing Scan/Print/Copy Settings

1 On the Special Features screen, press [Mode Memory].

2 Select the key containing the copy settings that you want to erase → press [Erase].



A screen appears, asking for your confirmation to erase the settings.

IMPORTANT

Make sure to check the settings first before erasing them.

NOTE

- *Keys that already have settings stored in them are displayed with a coloured triangle ( ) in the lower right corner of the key.*
- *If you select a key that already has settings stored in it, the settings are displayed.*
- *If there are more stored settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].*

3 Press [Yes].

To cancel erasing the settings, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The stored copy settings are erased.

NOTE

Key names are not erased. For instructions on changing a key name, see "Naming a Memory Key," on p. 5-6.

4 Press [Cancel].

Sending and Receiving Documents Using the Inboxes

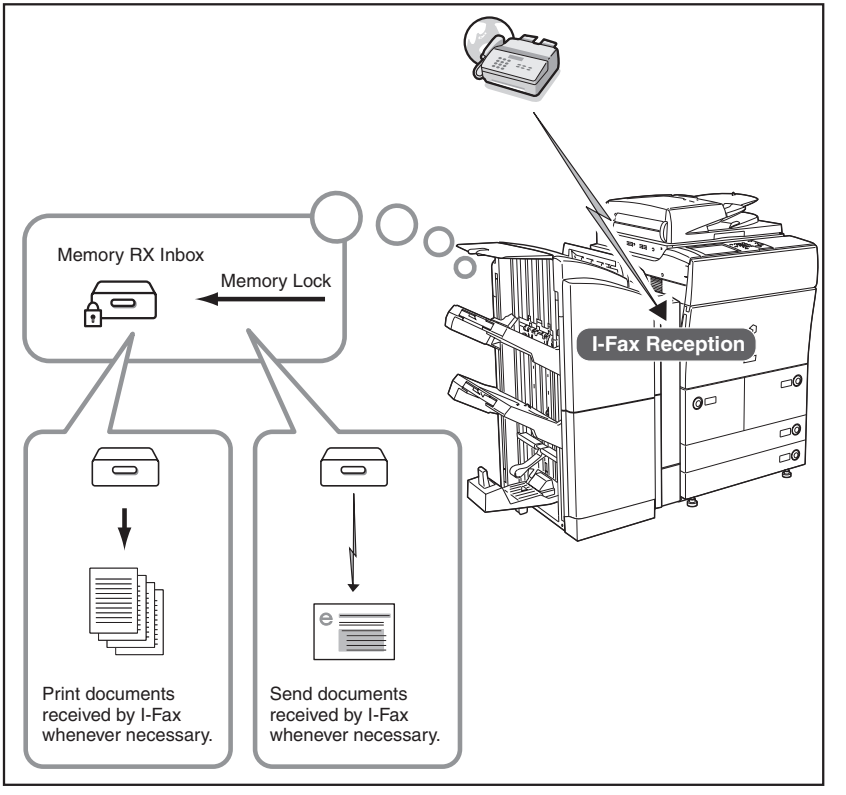
6
CHAPTER

This chapter describes how to save documents received by I-fax in the Memory RX Inbox and Confidential Fax Inboxes.

Memory RX Inbox 6-2
Receiving Documents through I-Fax. 6-3
Settings for Receiving Documents in Memory 6-4
Printing a Document in the Memory RX Inbox 6-6
Confidential Fax Inboxes. 6-7
Receiving Confidential Documents. 6-8
Printing a Document in the Confidential Fax Inbox. 6-9
Sending a Document 6-11

Memory RX Inbox

The Memory RX (Receive) Inbox is an inbox for receiving and storing documents received by I-Fax. Documents received in the Memory RX Inbox are stored without being printed. You can print or send the stored documents later, or whenever necessary.


Memory RX Inbox
Memory Lock
I-Fax Reception
Print documents received by I-Fax whenever necessary.
Send documents received by I-Fax whenever necessary.

IMPORTANT

- *You can use the Memory RX Inbox function for receiving and storing I-fax documents only if the Universal Send Kit is activated.*
- *If you want to use Memory Lock, you must first set Use I-Fax Memory Lock to 'On' in Memory RX Inbox Settings. To access the Memory RX Inbox Settings screen, press ◎ → [System Settings] → [Communications Settings]. (See Chapter 10, "System Manager Settings," in the Sending Guide.)*

Receiving Documents through I-Fax

1 Set Memory Lock to 'On' from the Additional Functions screen.

NOTE

- *For instructions on setting the I-Fax Memory Lock mode, see Chapter 10, "System Manager Settings," in the Sending Guide.*
- *The following messages are displayed while Memory Lock is being set to 'On':*
  - <I-Fax Memory RX is on.>:I-Fax documents will be received in memory

2 The machine is now ready to receive documents in memory.

Received documents will be stored in the Memory RX Inbox.

NOTE

The message below is displayed when a document is received in the Memory RX Inbox:
- <Check the Memory RX doc.>

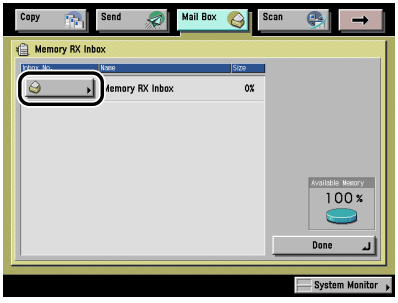
Settings for Receiving Documents in Memory

You can use the Memory Lock mode outside of the preset Memory Lock start and end times.

IMPORTANT

If you want to use Memory Lock, you must first set Use I-Fax Memory Lock to 'On' in Memory RX Inbox Settings. To access the Memory RX Inbox Settings screen, press ⚙ → [System Settings] → [Communications Settings]. (See Chapter 10, "System Manager Settings," in the Sending Guide.)

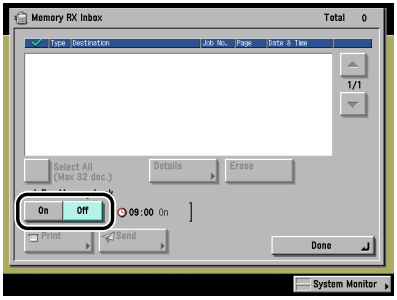
1 Press [Memory RX Inbox] on the Inbox Selection screen → press [Memory RX Inbox].



If a password is set for the Memory RX Inbox, press [Memory RX Inbox] → enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

The Document Selection screen of the Memory RX Inbox is displayed.

2 Select [On] or [Off] for I-FaxMemory Lock.



Details of each item are shown below.

[On]: Documents are received and stored in the Memory RX Inbox.

[Off]: Documents are received and printed.

Memory Lock is set.

NOTE

- *If Memory Lock start and end times have been set, the time at which Memory Lock will automatically switch 'Off' is displayed when you set I-Fax Memory Lock to 'On', and the time at which Memory Lock will automatically switch 'On' is displayed when you set Memory Lock to 'Off'.*
- *If I-Fax Memory Lock is set to 'Off', documents received through the I-Fax function are printed and erased from the Memory RX Inbox.*

3 Press [Done] repeatedly until the Inbox Selection screen appears.

Printing a Document in the Memory RX Inbox

IMPORTANT

- *The Memory RX Inbox is available only if the Universal Send Kit is activated.*
- *You can print documents stored in the Memory RX Inbox only with the settings that were used when the documents were received.*
- *A document stored in the Memory RX Inbox is automatically deleted after it is printed.*

NOTE

- *You can print only one document at a time. You cannot print multiple documents stored in the Memory RX Inbox simultaneously.*
- *If I-Fax Memory Lock is set to 'Off', documents transmitted to the Memory RX Inbox are printed as they are received. (See "Memory RX Inbox," on p. 6-2.)*

---

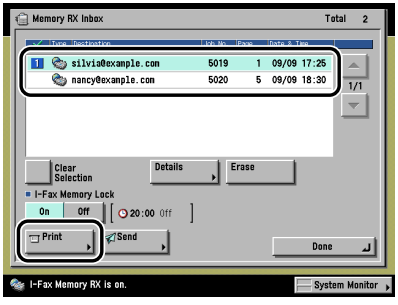
1 Press [Memory RX Inbox] on the Inbox Selection screen → press [Memory RX Inbox].

If necessary, see the screen shot of "Settings for Receiving Documents in Memory," on p. 6-4.

If the Memory RX Inbox is set with a password, enter the password using 0 - 9 (numeric keys) → press [OK].

The Document Selection screen for the Memory RX Inbox is displayed.

2 Select the document that you want to print → press [Print].

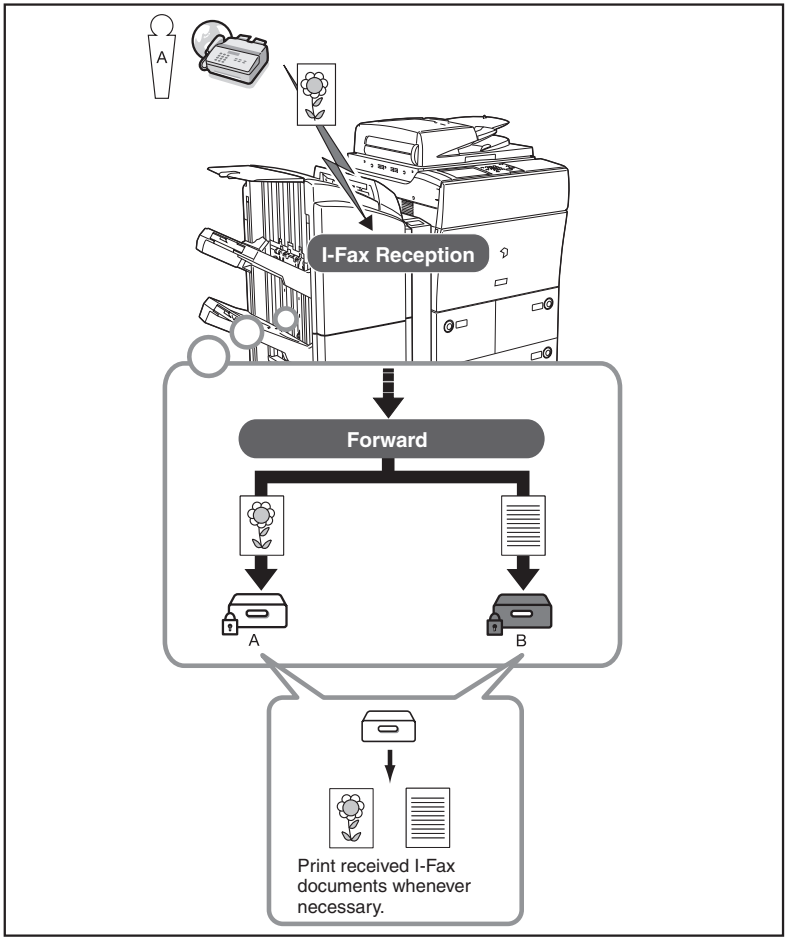


3 Press [Start Print].

When printing is complete, the display returns to the Memory RX Inbox Selection screen.

Confidential Fax Inboxes

If a document received by I-Fax, matches the specified forwarding conditions, it is stored in a Confidential Fax Inbox without being printed. This feature is useful for receiving confidential documents. You can print the documents stored in Confidential Fax Inboxes whenever necessary.



IMPORTANT

- *You can use the Confidential Fax Inbox function for receiving and storing I-fax documents only if the Universal Send Kit is activated.*
- *In order to use a Confidential Fax Inbox, it is necessary to first register the Confidential Fax Inbox as a forwarding destination in Forwarding Settings in System Settings (from the Additional Functions screen). (See Chapter 10, "System Manager Settings," in the Sending Guide.)*
- *It is necessary to inform the other party of the forwarding conditions beforehand.*

Receiving Confidential Documents

1 Register a Confidential Fax Inbox as a forwarding destination.

NOTE

For instructions on specifying forwarding settings for documents received by I-Fax, see Chapter 10, "System Manager Settings," in the Sending Guide.

2 The machine is now ready to receive documents in the specified Confidential Fax Inbox.

Received documents that match the forwarding conditions are stored in the specified Confidential Fax Inbox.

NOTE

The message below is displayed when a document is received in a Confidential Fax Inbox:

- <Check received documents in Confidential Fax Inbox.>

Printing a Document in the Confidential Fax Inbox

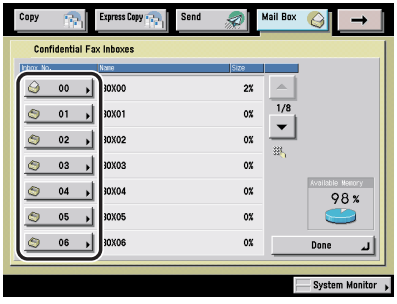
IMPORTANT

- *Confidential Fax Inboxes are available only if the Universal Send Kit is activated.*
- *You can print documents stored in Confidential Fax Inboxes only with the settings used when the documents were received.*

NOTE

You can print only one document at a time. You cannot print multiple documents stored in Confidential Fax Inboxes simultaneously.

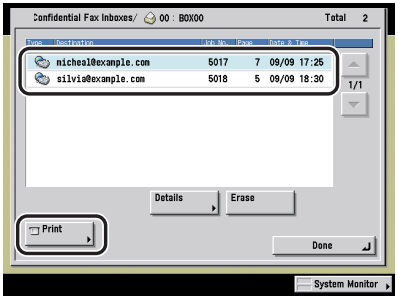
1 Press [Conf. Fax Inbox] on the Inbox Selection screen → press the desired Confidential Fax Inbox number.



If the selected Confidential Fax Inbox is set with a password, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

The Document Selection screen for the selected Confidential Fax Inbox is displayed.

2 Select the document that you want to print → press [Print].



3 Press [Start Print].

When printing is complete, the display returns to the Confidential Fax Inbox Selection screen.

NOTE

If you want to automatically delete the selected document after it is prints, press [Erase Doc. After Printing].

Sending a Document

You can send documents stored in User Inboxes or the Memory RX (Receive) Inbox to a desired destination.

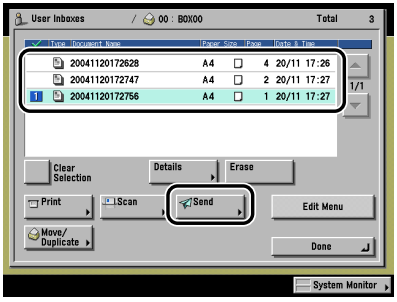
IMPORTANT

You can send documents only if the Universal Send Kit is activated.

NOTE

You cannot send documents stored in the Confidential Fax Inbox.

1 Select the desired User Inbox number → select the document that you want to send → press [Send].



If you select a User Inbox set with a password, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

To select all of the documents in the selected User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key changes to [Clear Selection].

For instructions on selecting a document in the Memory RX Inbox, see step 1 of "Printing a Document in the Memory RX Inbox," on p. 6-6.

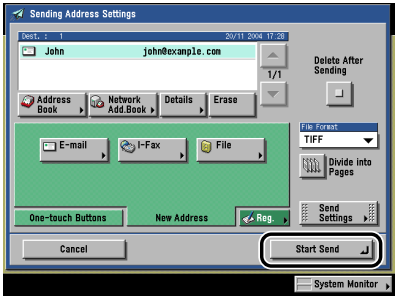
To select all of the documents in the Memory RX Inbox, press [Select All (Max 32 doc.)]. If a document is already selected, this key changes to [Clear Selection].

The Send screen is displayed.

NOTE

- *A maximum of 32 documents stored in the same inbox can be selected and sent at the same time.*
- *A maximum of 999 pages can be sent simultaneously.*

2 Specify the desired send settings → press [Start Send].



See the *Sending Guide* for instructions on the following:

- Specifying a destination
- Selecting the file format
- Dividing a document into separate files
- Specifying the Send settings

NOTE

- *If Restrict New Address is set to 'On' in the System Manager Settings (from the Additional Functions screen), you cannot enter a destination in [New Address]. You have to select a stored destination by pressing [Address Book], [Network Add. Book], or [One-touch Buttons].*
- *If you want to automatically delete the selected document after it is sent, press [Delete After Sending].*
- *While the document is being sent, you cannot print or store it in another inbox.*
- *If the selected destination is a group address that includes an inbox, the document you are sending will not be sent to (and stored in) that inbox.*

3 Press [Done].

The display returns to the Inbox Selection screen.

Using the Express Copy Basic Features Screen

7
CHAPTER

This section describes the Express Copy Basic Features screen.

Switching to the Express Copy Basic Features Screen 7-3
Various Features of the Express Copy Basic Features Screen 7-4
Operating the Express Copy Basic Features Screen 7-6
Making a Copy With the Express Copy Basic Features Screen 7-8
- Adjusting Copy Exposure 7-8
- Selecting Image Quality 7-9
- Specifying the Copy Ratio by Percentage (Zoom by Percentage) 7-10
- Enlarging/Reducing Originals to a Standard Size (Preset Zoom) 7-11
- Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (Auto Zoom) 7-13
- Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image) 7-14
- Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (Zoom Programme) 7-15
- Enlarging/Reducing Originals with Copy Ratios Set Independently for the X and Y Axes (XY Zoom) 7-17
- Selecting the Copy Paper Size (Paper Select) 7-19
- Making Two-Sided Copies from One-Sided Originals (1 to 2-Sided) 7-22
- Making Two-Sided Copies from Two-Sided Originals (2 to 2-Sided) 7-23
- Making One-Sided Copies from Two-Sided Originals (2 to 1-Sided) 7-24
- Making Two-Sided Copies from Facing Pages in a Book (Book to 2-Sided) 7-25
- Collating Copies into Sets in Page Order (Collate) 7-26
- Collating Copies into Groups of the Same Page (Group) 7-29
- Collating Pages and Stapling (Staple) 7-32
- Setting Standard Keys 7-35
- Interrupting the Current Job to Make Priority Copies (Interrupt Mode) 7-39
- Checking a Sample Set before Copying (Sample Set) 7-40
- Recalling a Previous Copy Setting (Recall) 7-42
- Registering Frequently Used Copy Settings in Memory (Mode Memory) 7-43
- Registering a Memory Key Name (Mode Memory) 7-47
- Recalling a Copy Mode (Mode Memory) 7-48
- Erasing a Copy Mode (Mode Memory) 7-49

Making a Copy with Two-Page Separation and Different Size Originals Settings (Scan Originals) 7-51
- Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-Page Separation) 7-52
- Copying Separately-Set Originals (Job Build) 7-54
- Feeding Different-Sized Originals Together in the Feeder (Different Size Originals) 7-55
- Copying while Verifying Scanned Images (Scan Image Check) 7-57

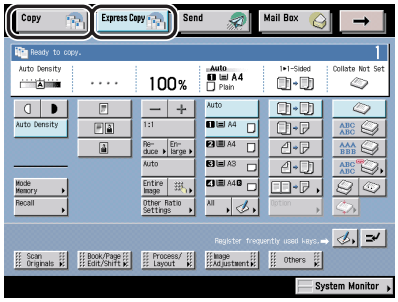
Making a Copy with the Booklet, Shift Settings (Book/Page Edit/Shift) 7-59
- Adding Front and Back Covers, Sheet Insertions, Chapter Pages, and Tab Papers to Copy Sets (Front Cover/Back Cover) (Paper Insertion) 7-60
- Making Copies for Use as a Booklet (Booklet) 7-66
- Page and Copy Set Numbering (Page Numbering/Copy Set Numbering) 7-71
- Printing a Watermark and Date (Watermark/Print Date) 7-78
- Making Copies with the Original Image Shifted (Shift) 7-84
- Making Copies with Margins (Margin) 7-88
- Copying on Tab Paper (Tab Paper Creation) 7-91

Making a Copy with the Image Combination and Frame Erase Modes (Process/Layout) 7-93
- Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination) 7-95
- Composing Images (Form Composition) 7-97
- Making Copies by the Original Image Repeated (Image Repeat) 7-99
- Erasing Shadows and Frame Lines from Copies (Frame Erase) 7-101
- Making Copies with Sheets of Paper Interleaved between Transparencies (Transparency Interleaving) 7-108

Inverting Original Images (Nega/Posi) 7-110
Making Copies with the Original Image Reversed (Mirror Image) 7-111
Making copies with Sharpness Settings (Image Adjustment) 7-112
Making Sharp Contrast Copies (Sharpness) 7-113
Making Copies with Job Done Notice (Others) 7-115
E-mail Notification at the End of a Copy Job (Job Done Notice) 7-116
Selecting an Output Device (Select Output Device) 7-117

Switching to the Express Copy Basic Features Screen

You can switch the Regular Copy Basic Features screen to the Express Copy Basic Features screen. Press [Express Copy] to switch to the Express Copy Basic Features screen. To return to the Regular Copy Basic Features screen, press [Copy].



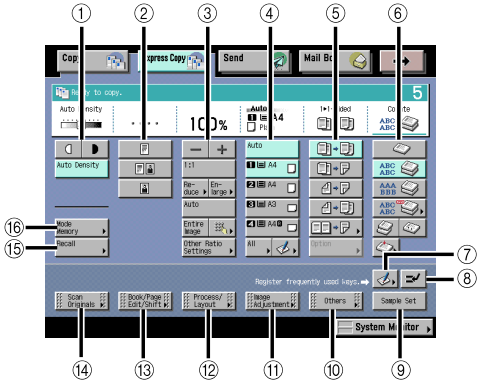
Express Copy Basic Features screen

NOTE

- *By default, only the Regular Copy function key is displayed on the Copy Basic Features screen. You can set to display the Express Copy function key from the Additional Functions screen.*
- *After changing the copy settings, even if you switch to the Express Copy Basic Features screen from the Regular Copy Basic Features screen, or vice versa, the copy settings will be retained.*
- *If you press ◎ on the Express Copy Basic Features screen, the display returns to the Express Copy Basic Features screen (Standard mode). If you press ◎ on the Regular Copy Basic Features screen, the display returns to the Regular Copy Basic Features screen (Standard mode).*
- *You can set to display only the [Copy] or [Express Copy] function key. (See "Setting the Display for the Copy Basic Features Screen," on p. 8-6.)*

Various Features of the Express Copy Basic Features Screen

The following is an explanation of the keys displayed on the Express Copy Basic Features screen. For detailed explanations of the functions of these keys, see the related chapters in this manual.



NOTE

The Special Features modes displayed on the Express Copy Basic Features screen are displayed on the Regular Copy Basic Features screen by pressing [Special Features].

This screen enables you to set basic copying modes. You can adjust the exposure, set basic copying modes such as the Collate mode, and Special Features modes such as Mode Memory and the Recall mode.

① Adjusting Exposure, Automatic Adjustment of Exposure
You can adjust the copy exposure. (See "Adjusting Copy Exposure," on p. 7-8.)

② Selecting Image Quality
You can adjust image quality to the level best suited for the quality of text or photo originals. (See "Selecting Image Quality," on p. 7-9.) When Photo Mode in Copy Settings is 'On', you can select [Printed Image] or [Photo] after pressing the drop-down list.

③ Changing the Copy Ratio (Copy Ratio)
You can set the machine to select the copy ratio automatically, or you can manually specify the copy ratio for a copy job. (See "Specifying the Copy Ratio by Percentage (Zoom by Percentage)," on p. 7-10. "Enlarging/ Reducing Originals to a Standard Size (Preset Zoom)," on p. 7-11, "Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (Auto Zoom)," on p. 7-13, "Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image)," on p. 7-14, "Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (Zoom Programme)," on p. 7-15, "Enlarging/ Reducing Originals with Copy Ratios Set Independently for the X and Y Axes (XY Zoom)," on p. 7-17.)

④ Selecting the Copy Paper Size (Paper Select)
You can set the machine to select the paper size. (See "Selecting the Copy Paper Size (Paper Select)," on p. 7-19.)

⑤ Two-Sided Copying (Two-Sided)
This mode enables you to make two-sided copies from one-sided originals or one-sided copies from two-sided originals. (See "Making Two-Sided Copies from One-Sided Originals (1 to 2-Sided)," on p. 7-22, "Making Two-Sided Copies from Two-Sided Originals (2 to 2-Sided)," on p. 7-23, "Making One-Sided Copies from Two-Sided Originals (2 to 1-Sided),"on p. 7-24, "Making Two-Sided Copies from Facing Pages in a Book (Book to 2-Sided)," on p. 7-25.)

⑥ Collating Copies (Finisher)
The Finisher mode can be selected to collate copies in various ways, either by pages or copy sets. You can specify whether the printed sheets are output face up or face down. (See "Collating Copies into Sets in Page Order (Collate)," on p. 7-26. "Collating Copies into Groups of the Same Page (Group)," on p. 7-29, "Collating Pages and Stapling (Staple)," on p. 7-32.)

⑦ Standard Key Settings for the Express Copy Basic Features screen
You can register copy modes that you have specified as Standard Keys. This key is a short cut key to Standard Key Settings for Express Copy Screen in Copy Settings from the Additional Functions screen. (See "Setting the Standard Keys for the Regular Copy Basic Features Screen," on p. 8-9.)

⑧ Interrupting the Current Job to Make Priority Copies (Interrupt Mode)
The Interrupt mode enables you to interrupt a reserved or current job long enough to make higher priority copies. (See "Interrupting the Current Job to Make Priority Copies (Interrupt Mode)," on p. 7-39.)

⑨ Checking a Sample Set before Copying (Sample Set)
This mode enables you to check the copy result before making multiple copies. (See "Checking a Sample Set before Copying (Sample Set)," on p. 7-40.)

⑩ You can set copy modes other than Scan Originals, Book/Page Edit/Shift, Process/Layout, Image Adjustment. (See "Making Copies with Job Done Notice (Others)," on p. 7-115.)

⑪ You can make copies of original images with a sharper or softer contrast. (See "Making Sharp Contrast Copies (Sharpness)," on p. 7-113.)

⑫ You can process original images and change the layout of the originals. (See "Making a Copy with the Image Combination and Frame Erase Modes (Process/Layout)," on p. 7-93.)

⑬ You can make booklets, add page numbers, and set finishing modes for scanned images. (See "Making a Copy with the Booklet, Shift Settings (Book/Page Edit/Shift)," on p. 7-59.)

⑭ You can make various settings for the scanning of bound originals and different-sized originals. (See "Making a Copy with Two-Page Separation and Different Size Originals Settings (Scan Originals)," on p. 7-51.)

⑮ Recalling a Previous Copy Setting (Recall)
This function enables you to recall the three most recently performed copy settings, and make copies using those settings. (See "Recalling a Previous Copy Setting (Recall)," on p. 7-42.)

⑯ Storing/Recalling Frequently Used Copy Settings in Memory (Mode Memory)
You can store any possible combination of Copy functions. A memory key can be named and can hold up to nine settings. (See "Registering Frequently Used Copy Settings in Memory (Mode Memory)," on p. 7-43. "Registering a Memory Key Name (Mode Memory)," on p. 7-47, "Recalling a Copy Mode (Mode Memory)," on p. 7-48, "Erasing a Copy Mode (Mode Memory)," on p. 7-49.)

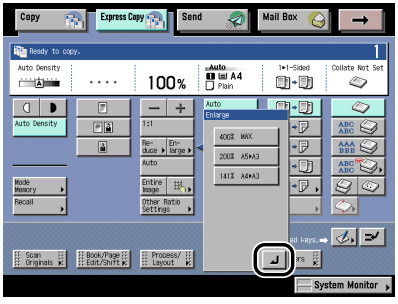
Operating the Express Copy Basic Features Screen

This section describes cautions to take when making a copy using the Express Copy Basic Features screen.

■ Pop-up displays on the Express Copy Basic Features screen

Pop-up displays appear on the Express Copy Basic Features screen. Press [↵] or any point outside the pop-up display to close the pop-up displays.

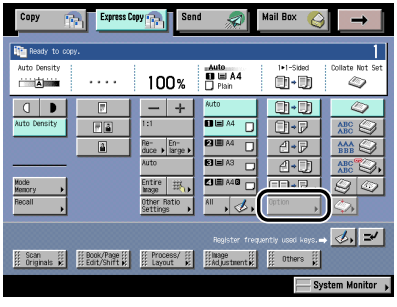
Example: The pop-up display which appears when [Enlarge] is pressed

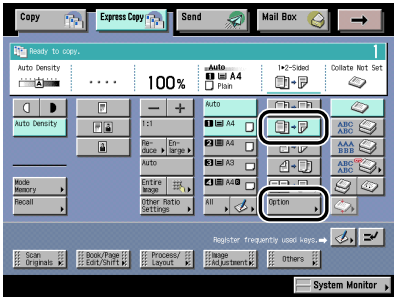


■ Grayed Out Keys

Keys which are grayed out cannot be set. [Option] is only available when there are optional settings for a copy mode you have selected. Keys for modes which can not be used in combination with a selected copy mode are also grayed out.

Example: When [Option] becomes available after you press [1▸2-Sided].

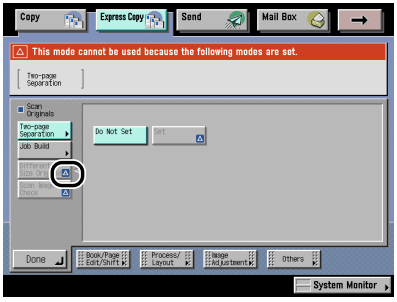




■ Combinations of Copy Modes

Some copy modes can be used in combination with other copy modes. Depending on the copy modes you have selected, some copy modes which are not selected may be displayed with an [⚠]. You cannot select these copy modes in combination with the currently selected copy modes.

Example: The display of the Different Size Originals mode when the Two-page Separation mode is set



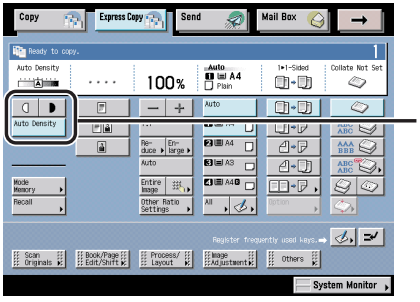
Making a Copy With the Express Copy Basic Features Screen

This section explains the basic procedure for making a copy with the Express Copy Basic Features screen.

Adjusting Copy Exposure

For instructions on this procedure using the Regular Copy Basic Features screen, see "Exposure Adjustment during Copying/Printing," on p. 3-8.

1 Press [◐], [◑] or [Auto Density] to adjust the copy exposure.



Press [◐] and [◑] to move the indicator to the left to make the exposure lighter, or to the right to make the exposure darker.

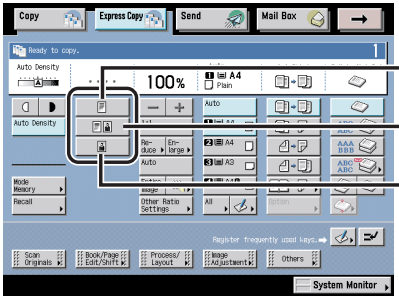
Selecting Image Quality

For instructions on this procedure using the Regular Copy Basic Features screen, see "Exposure and Original Type Settings," on p. 3-2.

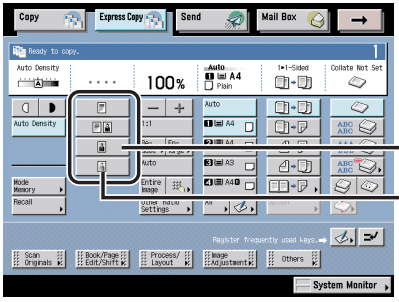
IMPORTANT

- *You must select only one of these modes. You cannot use a combination of these modes at one time.*
- *If you make copies of an original containing half-tones, such as a printed photograph using the Photo mode, moiré or screen clash may occur. If this happens, you can soften this moiré effect by using the Sharpness mode. (See "Making Sharp Contrast Copies (Sharpness)," on p. 7-113.)*

1 Select the image quality ([Text], [Text/Photo], or [Photo]).



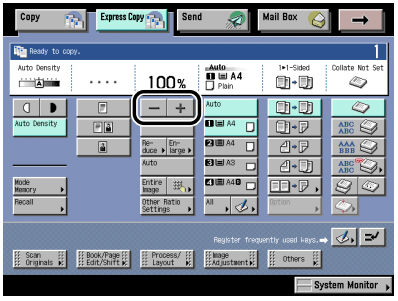
When the Photo Mode in Copy Settings is set to 'On', you can select [Printed Image], or [Photo].



Specifying the Copy Ratio by Percentage (Zoom by Percentage)

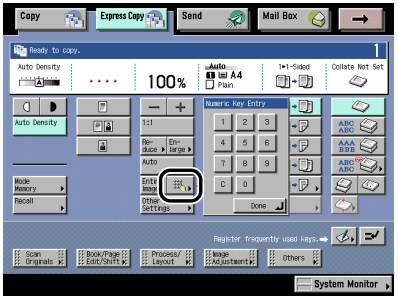
For instructions on this procedure using the Regular Copy Basic Features screen, see "Zoom by Percentage," on p. 3-12.

1 Set the copy ratio by pressing [-] or [+].



To return the copy ratio to 100%, press [1:1].

You can also enter values using ⓪ - ⑨ (numeric keys) on the touch panel display.



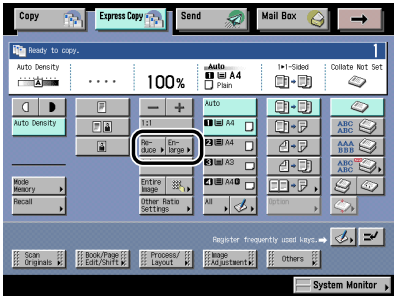
Enlarging/Reducing Originals to a Standard Size (Preset Zoom)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Preset Zoom," on p. 3-9.

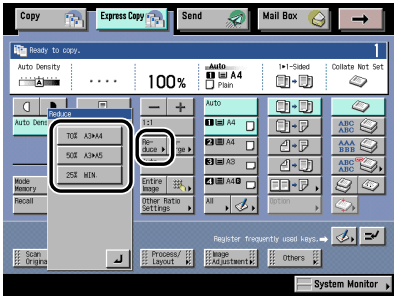
IMPORTANT

- *Place your originals horizontally in the following cases:*
  - *If you are enlarging A4-size originals to A3-size paper*
  - *If you are enlarging A5-size originals to A3-size paper (only when the original is placed on the platen glass)*
- *If you are reducing A3-size originals to A4-size with Auto Orientation in Copy Settings (from the Additional Functions screen) set to 'Off', place A4R size paper in Paper Drawer 3, 4, or stack bypass.*

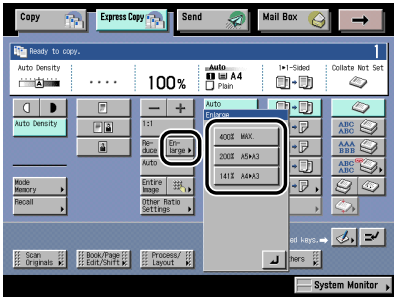
1 To reduce, select a preset reduction ratio. To enlarge, select a preset enlargement ratio.



2 Select the copy ratio.



If you select [Reduce]



If you select [Enlarge]

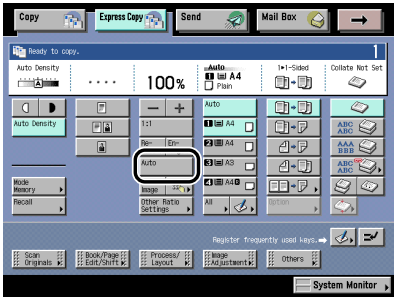
Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (Auto Zoom)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Auto Zoom," on p. 3-14.

IMPORTANT

- *The Auto Zoom mode cannot be used with the Automatic Paper Selection, Image Repeat (Auto), Paper Insertion (Tab Paper), or Tab Paper Creation mode.*
- *You cannot copy highly transparent originals, such as transparencies, in the Auto Zoom mode. Use the Preset Zoom or Zoom by Percentage modes.*
- *To use the Auto Zoom mode, your originals must conform to a standard paper size: A3, A4, A4R, A5, A5R and A6R. (You can place A5, A5R, and A6R originals only on the platen glass.)*

1 Press [Auto].



IMPORTANT

Select a paper size other than [Auto]. If you select [Auto], the copy ratio will automatically be set to match the paper size loaded in paper drawer 1.

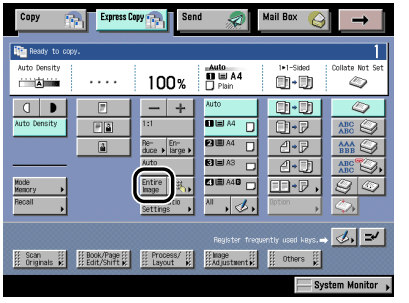
Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Entire Image," on p. 3-17.

IMPORTANT

The Entire Image mode cannot be used with the Paper Insertion (Tab Paper), Booklet, Frame Erase, Image Combination, Image Repeat, Mirror Image, Tab Paper Creation, Page Numbering/Copy Set Numbering, or Watermark/Print Date mode.

1 Press [Entire Image].



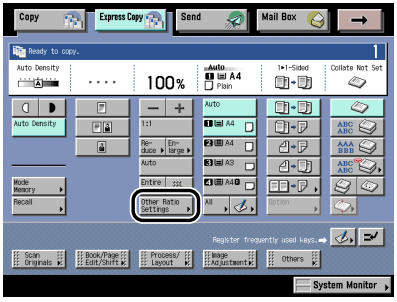
Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (Zoom Programme)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom)," on p. 3-19.

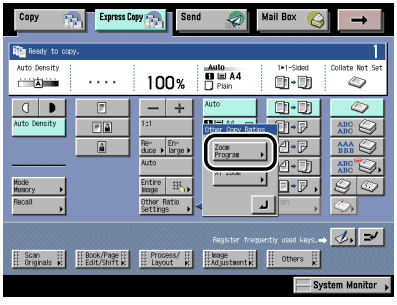
IMPORTANT

The Zoom Program mode can not be used with the Paper Insertion (Tab Paper) or Tab Paper Creation modes.

1 Press [Other Ratio Settings].



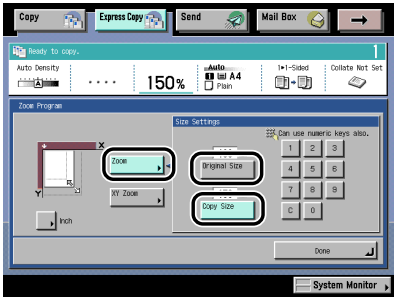
2 Press [Zoom Program].



3 Press [Zoom] or [XY Zoom].

- **Making Copies with the Same XY Copy Ratio (Zoom):**

  ❑ Press [Original Size] → enter the original size → press [Copy Size] → enter the copy size.



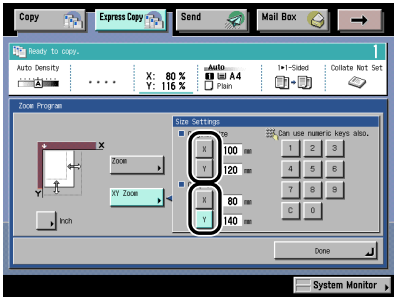
When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and ⓒ.

Place the original on the platen glass if the zoom ratio is more than 200%.

If the zoom ratio is less than 25%, a message appears telling you that the ratio will be adjusted to 25%. If it is more than 400%, a message appears telling you that the ratio will be adjusted to 400%.

- **Making Copies with Different XY Copy Ratios (XY Zoom):**

  ❑ Press [X] (horizontal direction) and [Y] (vertical direction) for both the original size and the copy size → enter each value for X and Y.



When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and ⓒ.

Place the original on the platen glass if the zoom ratio is more than 200%.

If the zoom ratio is less than 25%, a message appears telling you that the ratio will be adjusted to 25%. If it is more than 400%, a message appears telling you that the ratio will be adjusted to 400%.

NOTE

- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *For details on how to enter the values in inches, see Chapter 2, "Basic Operation," in the Reference Guide.*

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

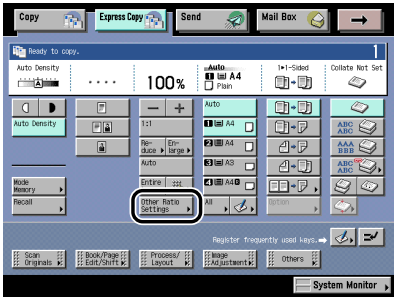
Enlarging/Reducing Originals with Copy Ratios Set Independently for the X and Y Axes (XY Zoom)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Making Copies (Scanning) with Different XY Copy/Zoom Ratios (XY Zoom)," on p. 3-22.

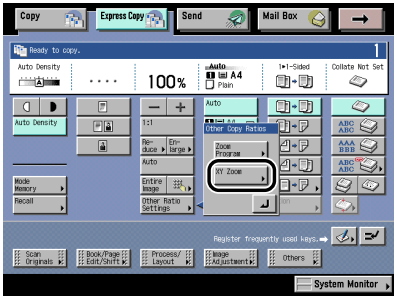
IMPORTANT

- *The Auto XY Zoom mode cannot be used with the Automatic Paper Selection, Paper Insertion (Tab Paper), Image Repeat (Automatic Setting), or Tab Paper Creation modes.*
- *You cannot copy highly transparent originals, such as transparencies, in the Auto XY Zoom mode. To make such copies, specify the copy ratio.*
- *If you set the Auto XY Zoom mode, select the paper size using Manual Paper Selection. If you do not select the paper size, the copy ratio is automatically set to the size of the paper loaded in Paper Drawer 1.*
- *When you set the copy ratio in Auto XY Zoom mode, Auto Orientation is not performed.*

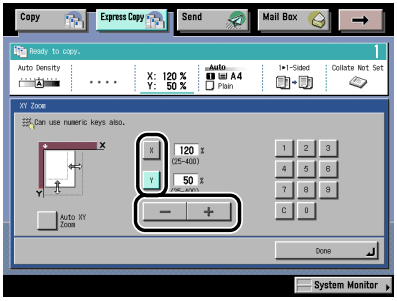
1 Press [Other Ratio Settings].



2 Press [XY Zoom].



3 Press [X] (horizontal axis) or [Y] (vertical axis) → enter a value.



You can also enter values using ⓪ - ⑨ (numeric keys).

you enter the ratio with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [-] or [+].

Place the original on the platen glass if the zoom ratio is more than 200%.

If you enter a value outside the setting range (-25% or +400%), a message prompting you to enter the appropriate value appears on the screen.

Press [Auto XY Zoom] to set the copy ratios automatically.

IMPORTANT

Select a paper size other than [Auto] when setting [Auto XY Zoom]. If you select [Auto], the copy ratio is automatically set to match the paper size loaded in paper drawer 1.

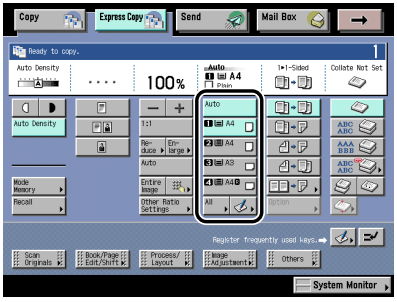
4 Press [Done].

The display returns to the Express Copy Basic Features screen.

Selecting the Copy Paper Size (Paper Select)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Paper Selection," on p. 1-29.

1 Select the paper source.



The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the paper drawers (Manual Paper Selection).

Press [Auto] to set the machine to automatically select the copy paper size.

To select the stack bypass for the current job, or to reserve the stack bypass for a reserved job, select [Stack Bypass Settings].

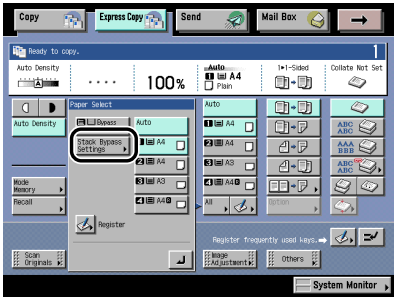
IMPORTANT

- *The Automatic Paper Selection mode cannot be used with the Auto Zoom, XY Zoom (Auto XY Zoom), Saddle Stitch, Image Combination, Booklet, Image Repeat (Auto), or Tab Paper Creation mode.*
- *When the machine is operating in the Different Size Originals mode in combination with the Shift, Front Cover/Back Cover, or Paper Insertion (Sheet Insertion or Chapter Page) mode, you cannot use the Automatic Paper Selection mode.*
- *The following types of originals cannot be copied by using Automatic Paper Selection. Copy these using Manual Paper Selection:*
  - *Non-Standard sized originals*
  - *Highly transparent originals, such as transparencies*
  - *Originals with an extremely dark background*
  - *Originals smaller than A6R size*

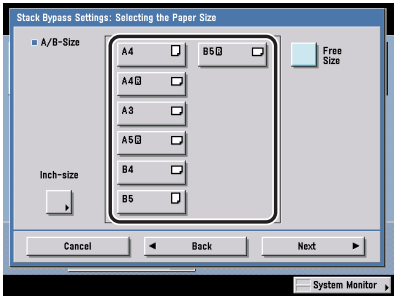
● **If you select stack bypass settings:**

❑ Press [All].

❑ Press [Stack Bypass Settings].



❑ Select the paper size ➞ press [Next].



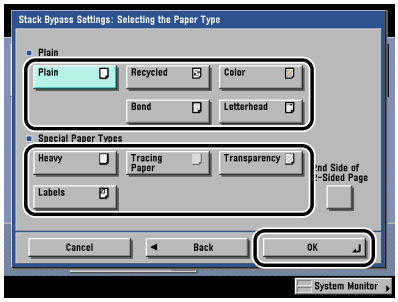
IMPORTANT

- *When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.*
- *The nonstandard size paper cannot be used with the Auto Zoom, Entire Image, Finisher, 1 ▶2-Sided, 2 ▶2-Sided, Book ▶2-Sided, Two-page Separation, Front Cover/Back Cover, Paper Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Image Repeat, Form Composition, Page Numbering/Copy Set Numbering, Watermark/Print Date, or Tab Paper Creation mode.*

NOTE

- *[Register] is a short cut key to the Register Paper Type in Common Settings from the Additional Functions screen.*
- *To select an inch paper size, press [Inch-size].*

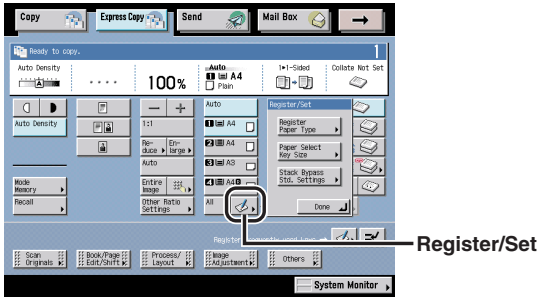
❑ Select the desired paper type → press [OK].



If you are copying on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

NOTE

- *[Transparency] can be selected only if [A4] or [A4R] is selected as the paper size.*
- *[Register/Set] is a short cut key to the Register Paper Type in Common Settings from the Additional Functions screen, the Paper Select Size Key for Express Copy Screen in Copy Settings from the Additional Functions screen, and the Stack Bypass Standard Settings in Common Settings from the Additional Functions screen.*



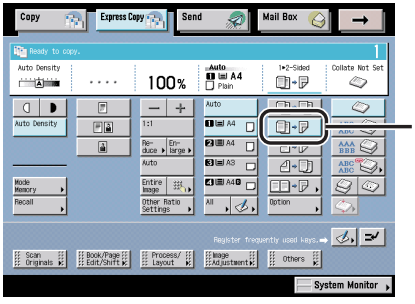
Making Two-Sided Copies from One-Sided Originals (1 to 2-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "1 to 2-Sided," on p. 3-52.

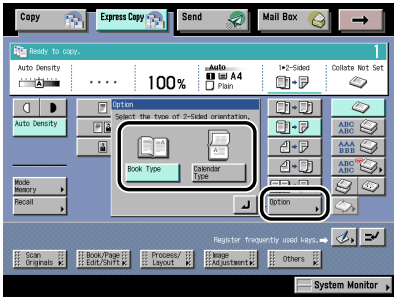
IMPORTANT

- *You may not be able to make 2-sided copies on some types of paper, depending on the paper.*
- *The 1 ▶ 2-Sided mode cannot be used with the Two-page Separation, Image Combination, Booklet, Transparency Interleaving, or Tab Paper Creation modes.*
- *Nonstandard sized paper cannot be used to make two-sided copies.*
- *Place the originals horizontally when copying A4R or A5R-size originals. If these originals are placed vertically, the back sides of the copies will be printed upside down.*

1 Press [1 ▶ 2-Sided].



2 Press [Option] → select the type of two-sided orientation.



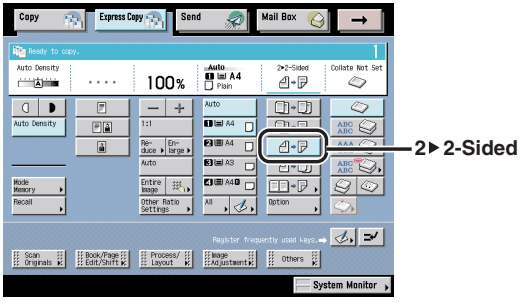
Making Two-Sided Copies from Two-Sided Originals (2 to 2-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "2 to 2-Sided,"on p. 3-57.

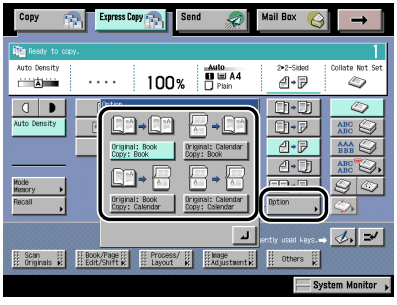
IMPORTANT

- *You may not be able to make 2-sided copies on some types of paper, depending on the paper.*
- *The 2 ▶ 2-Sided mode cannot be used with Two-page Separation, Image Combination, Booklet, Transparency Interleaving, Scan Image Check, or Tab Paper Creation modes.*
- *Nonstandard sized paper cannot be used to make two-sided copies.*

1 Press [2▶2-Sided].



2 Press [Option] → select the type of two-sided orientation for both the original and the copy.



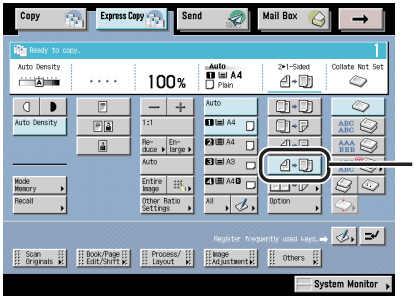
Making One-Sided Copies from Two-Sided Originals (2 to 1-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "2 to 1-Sided," on p. 3-59.

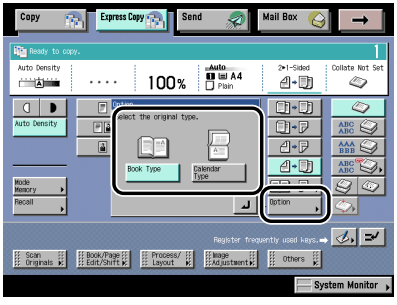
IMPORTANT

- *The 2 ▶ 1-Sided mode cannot be used with Saddle Stitch, Two-page Separation, Image Combination, Booklet, Transparency Interleaving, or Scan Image Check modes.*
- *Place the originals horizontally when copying A4R and A5R-size originals. If these originals are placed vertically, the back sides of the copies will be printed upside down.*

1 Press [2 ▶ 1-Sided].



2 Press [Option] → select the orientation of the originals.



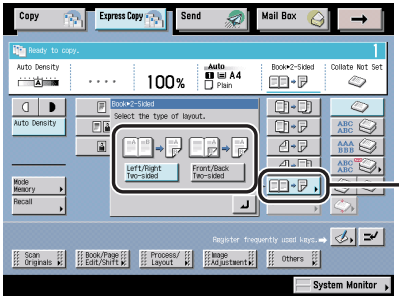
Making Two-Sided Copies from Facing Pages in a Book (Book to 2-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Book to 2-Sided," on p. 3-61.

IMPORTANT

- *You may not be able to make 2-sided copies on some types of paper, depending on the paper.*
- *The Book ▸2-sided mode cannot be used with the Saddle Stitch, Two-page Separation, Front Cover/ Back Cover, Paper Insertion, Image Combination, Booklet, Transparency Interleaving, Different Size Originals, Scan Image Check, Binding Erase, Image Repeat, or Tab Paper Creation mode.*
- *Place the originals on the platen glass. You cannot use the Book ▸2-sided mode when the original is placed in the feeder.*
- *When using this feature, select A4-size paper.*
- *When copying with the Front/Back Two-Sided mode, the front side of the first two-sided page and the back side of the last two-sided page, are left blank. (The machine's counter does not count the blank pages as copies.)*

1 Press [Book▶2-Sided] → select the layout type of original.



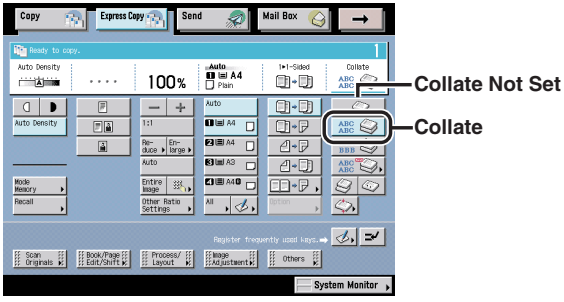
Collating Copies into Sets in Page Order (Collate)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Page Order (Collate)," on p. 3-36.

IMPORTANT

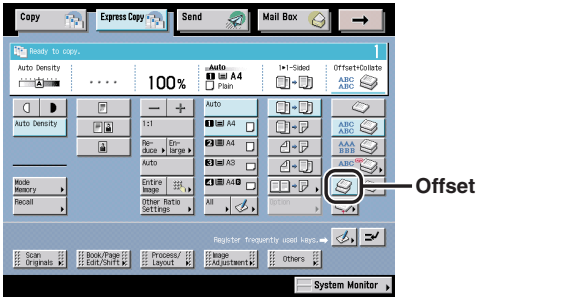
- *The Finisher modes cannot be set if [Transparencies], [Tracing paper], or [Labels] is selected as the paper type.*
- *The Collate mode cannot be used with the Booklet or Transparency Interleaving mode.*

1 Press [Collate].

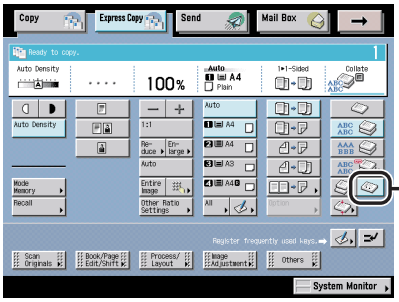


Press [Collate Not Set] if you do not want to collate the output.

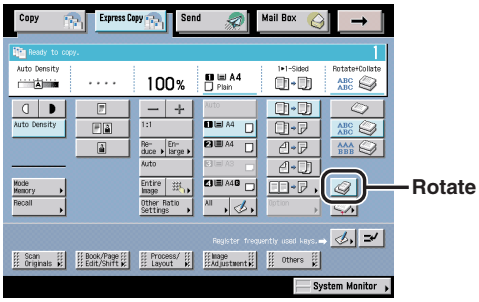
If you want the copies slightly offset vertically in the output tray, press [Offset].



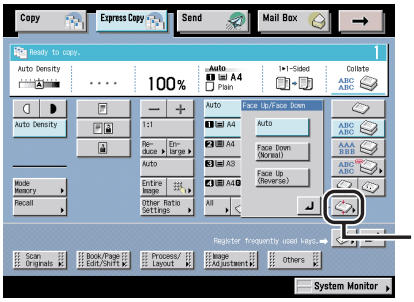
If you want hole punches made, press [Hole Punch].



If you want the copies to be output in alternating directions, press [Rotate].



To specify whether the printed sheets are output face up or face down, press [Face Up/Face Down] and select from the following:



Details of each item are shown below.

[Auto]: If you scan and print a single page original, or print on non-standard sized paper or other available paper loaded in the stack bypass, the printed sheets are output face up.

[Face Down (Normal)]: Printed sheets are always output face down.

[Face Up (Reverse)]: Printed sheets are always output face up.

IMPORTANT

- *The Hole Punch mode cannot be used with the Saddle Stitch, Transparency Interleaving, or Booklet mode.*
- *[Rotate] can be selected only in the following cases:*
  - *When the available paper size is selected manually*
  - *When the available paper size is loaded in both the horizontal and vertical directions*
  - *The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *If a paper size which cannot be rotated is selected, or the paper size selected to be rotated is not loaded, the output is not rotated.*

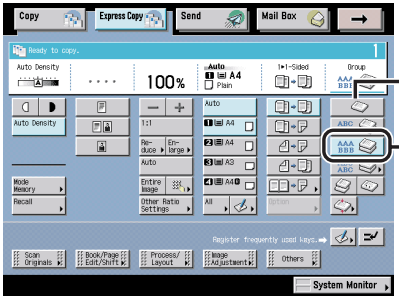
Collating Copies into Groups of the Same Page (Group)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Same Page (Group)," on p. 3-41.

IMPORTANT

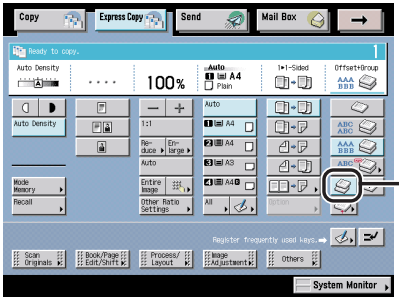
- *The Finisher modes cannot be set if [Transparencies], [Tracing paper], or [Labels] is selected as the paper type.*
- *The Group mode cannot be used with the Sample Set, Front Cover/Back Cover, Paper Insertion, Booklet, Transparency Interleaving, Tab Paper Creation, or Copy Set Numbering mode.*

1 Press [Group].

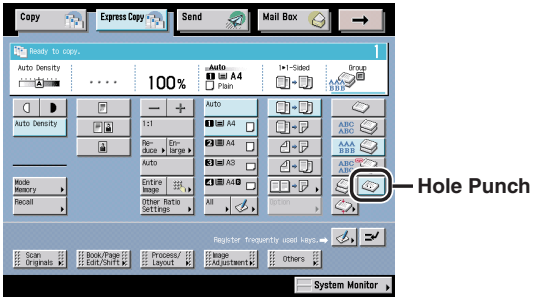


Press [Collate Not Set] if you do not want to collate the output.

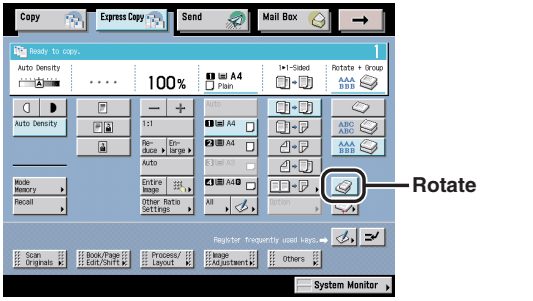
If you want the copies slightly offset vertically in the output tray, press [Offset].



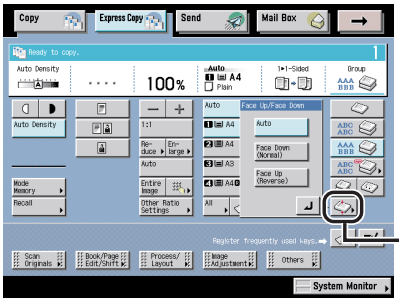
If you want hole punches made, press [Hole Punch].



If you want the copies to be output in alternating directions, press [Rotate].



To specify whether the printed sheets are output face up or face down, press [Face Up/Face Down] and select from the following:



Details of each item are shown below.

[Auto]: If you scan and print a single page original, or print on non-standard sized paper or other available paper loaded in the stack bypass, the printed sheets are output face up.

[Face Down (Normal)]: Printed sheets are always output face down.

[Face Up (Reverse)]: Printed sheets are always output face up.

IMPORTANT

- *The Hole Punch mode cannot be used with the Saddle Stitch, Transparency Interleaving, or Booklet mode.*
- *[Rotate] can be selected only in the following cases:*
  - *When the available paper size is selected manually*
  - *When the available paper size is loaded in both the horizontal and vertical directions*
  - *The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *If there is no paper which can be rotated, the output will be collated.*

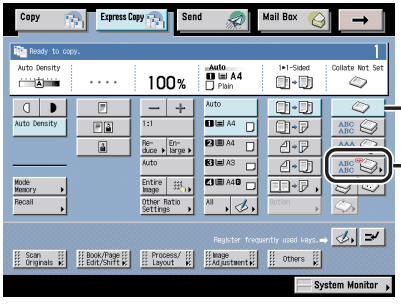
Collating Pages and Stapling (Staple)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Page Order (Staple)," on p. 3-46.

IMPORTANT

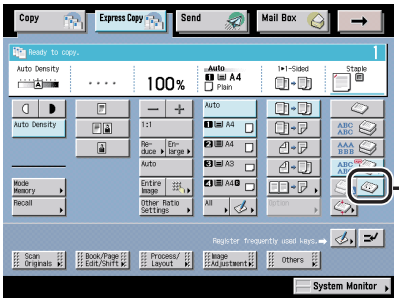
- *The Finisher modes cannot be set if [Transparencies], [Tracing paper], or [Labels] is selected as the paper type.*
- *The Staple mode can be set only if an optional finisher is attached.*
- *The Staple mode cannot be used with the Booklet or Transparency Interleaving mode.*
- *The Saddle Stitch mode cannot be used with the Remote and Cascade Copy, Hole Punch, 2 ▸ 1-Sided, Book ▸ 2-Sided, Automatic Paper Selection, Two-page Separation, Front Cover/Back Cover, Paper Insertion, Image Combination, Booklet, Transparency Interleaving, Form Composition, Tab Paper Creation, Page Numbering/Copy Set Numbering, or Watermark/Print Date mode.*
- *When [Add Cover] is selected in the Saddle Stitch mode, it cannot be used with the Image Repeat or Mirror Image mode, in addition to the above mentioned modes.*
- *The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.*

1 Press [Staple].



Press [Collate Not Set] if you do not want to collate the output.

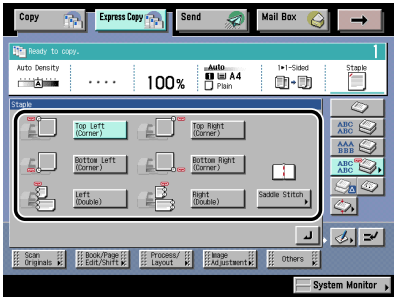
If you want hole punches made, press [Hole Punch].



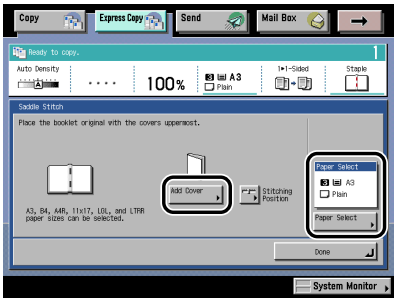
IMPORTANT

The Hole Punch mode cannot be used with the Saddle Stitch, Transparency Interleaving, or Booklet mode.

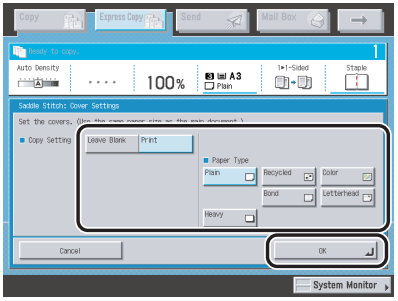
2 Select the type of staple ([Corner], [Double], or [Saddle Stitch]) and the stapling position.



❑ Specify the Saddle Stitch.



If you select [Add Cover], select the paper source, the copy settings, and the paper type → press [OK].



IMPORTANT

- *The paper used for the cover page must be the same size as the other pages in your document.*
- *Only 64 to 200 g/m² paper can be used for the cover page.*
- *Only 64 to 90 g/m² paper can be used for the main document.*
- *If you select [Add Cover], you cannot specify the stack bypass as the paer source used for the main document.*
- *If you select the stack bypass as the paper source for the cover, load the paper face down.*
- *When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.*

❑ Press [Paper Select] → select the paper source.

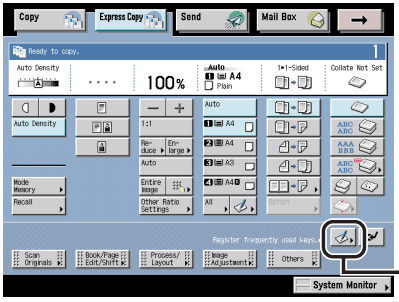
NOTE

[Stitching Position] is a short cut key to the Saddle Stitch Position Adjustment in Adjustment/ Cleaning from the Additional Functions screen.

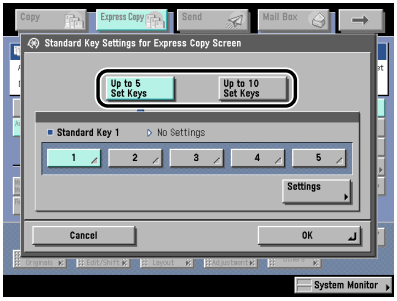
Setting Standard Keys

For instructions on this procedure using the Regular Copy Basic Features screen, see "Setting the Standard Keys for the Regular Copy Basic Features Screen," on p. 8-9.

1 Press [Register frequently used keys.].



2 Select the number of Standard Keys that are displayed on the Express Copy Basic Features screen.

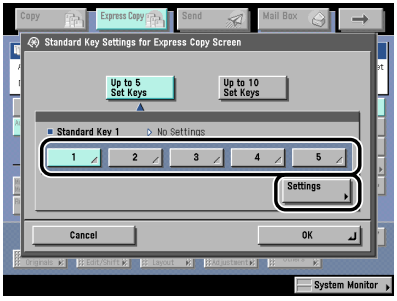


Details of each item are shown below.

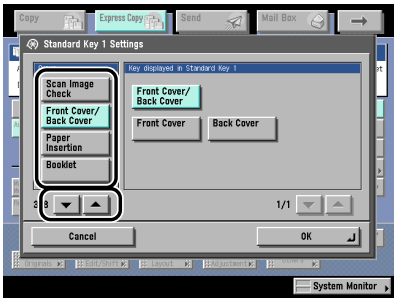
[Up to 5 Set Keys]: Displaying maximum 5 Standard Keys.

[Up to 10 Set Keys]: Displaying maximum 10 Standard Keys.

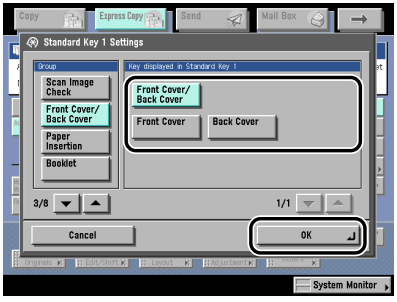
3 Select the Standard Key to be stored → press [Settings].



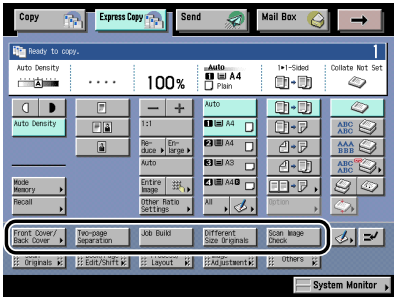
4 **Display the group of functions to be stored as Standard Keys by pressing [▼] or [▲] → select the desired function.**



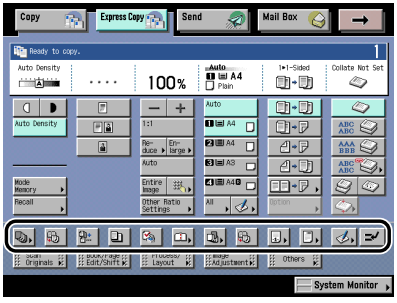
5 **Select the desired mode to be stored as a Standard Key → press [OK].**



The five stored Standard Keys are displayed as shown below.



The ten stored Standard Keys are displayed as shown below.



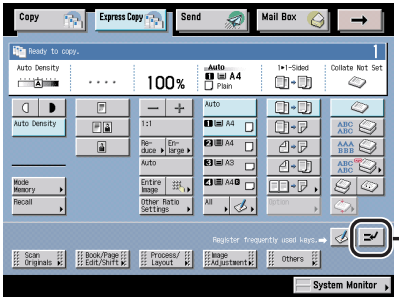
Interrupting the Current Job to Make Priority Copies (Interrupt Mode)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Interrupt Mode," on p. 1-51.

IMPORTANT

The Interrupt mode cannot used with the Remote Copy or Cascade Copy mode.

1 Press [Interrupt].



If you want to make copies after changing the Department ID while Department ID Management is enabled, press ID → enter the Department ID and Password. (See Chapter 2, "Basic Operations," in the *Reference Guide*.)

2 Place your originals → select the desired copy modes.

Checking a Sample Set before Copying (Sample Set)

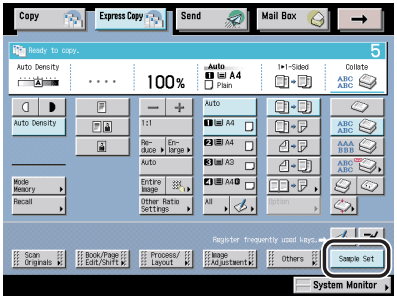
For instructions on this procedure using the Regular Copy Basic Features screen, see "Sample Set," on p. 1-53.

IMPORTANT

- *[Sample Set] is displayed only when you set to make multiple copies in the Collate, Rotate Collate, Offset Collate, Staple, Front Cover/Back Cover, Paper Insertion, Booklet, or Transparency Interleaving modes. [Sample Set] is not displayed when you set the Group mode.*
- *If you select [Sample Set], you cannot use the Remote or Cascade Copy modes.*

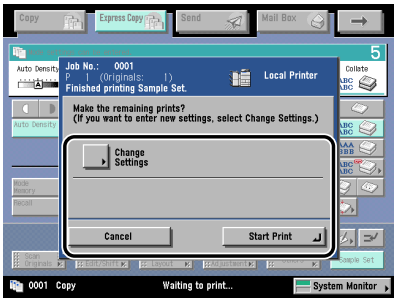
1 **Place your originals → select the desired copy modes.**

2 **Press [Sample Set] → ⓘ.**



The Sample Set printing starts, and one copy set is made.

3 Check the output sheet to make sure it has been copied correctly → select [Start Print], [Cancel], or [Change Settings].



To make the remaining copies, press [Start Print].

To cancel copying, press [Cancel].

To change the copy setting, press [Change Settings] → set a new mode → press [Done].

- To change the number of copies, use ⓪ - ⑨ (numeric keys).
- To change the exposure, press [◁] or [▷].
- To make two-sided copies, press [2-Sided Copy].
- To select the copy paper, press [Paper Select]. (See "Selecting the Copy Paper Size (Paper Select)," on p. 7-19.)
- To collate the copied papers, press [Finisher]. (See "Collating Copies into Groups of the Same Page (Group)," on p. 7-29. "Collating Copies into Sets in Page Order (Collate)," on p. 7-26, "Collating Pages and Stapling (Staple)," on p. 7-32.)
- To set a margin for binding, press [Margin]. (See "Making Copies with Margins (Margin)," on p. 7-88.)
- When you change the copy settings, the machine starts to print from the first set.

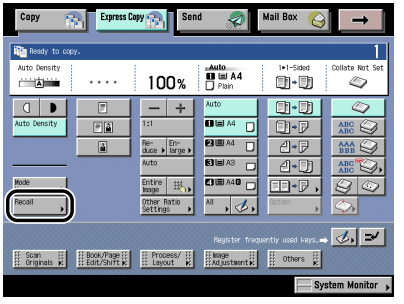
Recalling a Previous Copy Setting (Recall)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Recalling Previous Copy Jobs," on p. 5-2.

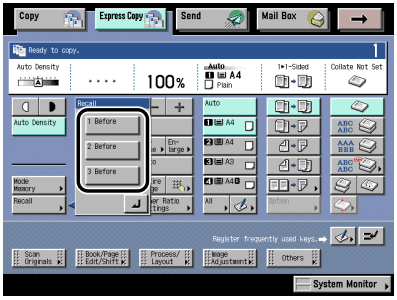
IMPORTANT

- *One copy job is defined by setting the number of copies, exposure, zoom, etc., and by pressing ⊙ or ⊘, when the Auto Clear function is 'On', or by calling up a copy job stored in memory. If one of these keys was not pressed, or if the Auto Clear function is not active, calling up a copy job by pressing [Recall] is not possible.*
- *The Standard mode cannot be recalled or stored.*
- *Identical copy modes that are stored, are counted as one setting.*
- *Even if a remote copy printer is stored in Recall mode, if the main power of this machine or the remote copy printer is turned OFF and ON again, the stored settings change to Local Printer. To use the stored remote copy printer, confirm that the remote copy printer is ON, update the remote copy printer information after the specified period that you set at the Startup Time Settings in Additional Functions, and set the Recall mode. (See Chapter 3, "Using a TCP/IP Network," in the Network Guide or "Confirming a Remote Device," on p. 8-21.)*

1 Press [Recall].



2 **Select either [1 Before], [2 Before], or [3 Before].**



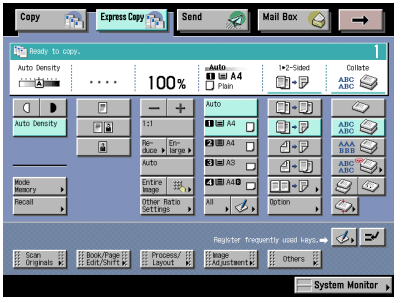
Registering Frequently Used Copy Settings in Memory (Mode Memory)

For instructions on this procedure using the Regular Copy Basic Features screen, see "StoringScan/Print/Copy Settings," on p. 5-4.

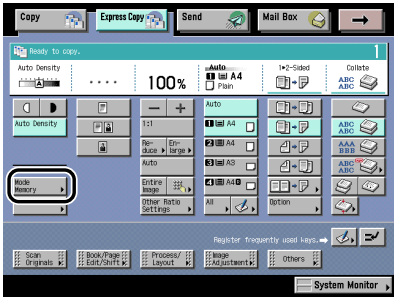
IMPORTANT

Even if a remote copy printer is registered in Mode Memory, if the main power of this machine or the remote copy printer is turned OFF and ON again, the registered settings change to Local Printer. To use the registered remote copy printer, confirm that the remote copy printer is ON, update the remote copy printer information after the specified period that you set at the Startup Time Settings in Additional Functions, and set the Mode Memory. (See Chapter 3, "Using a TCP/IP Network," in the Network Guide or "Confirming a Remote Device," on p. 8-21.)

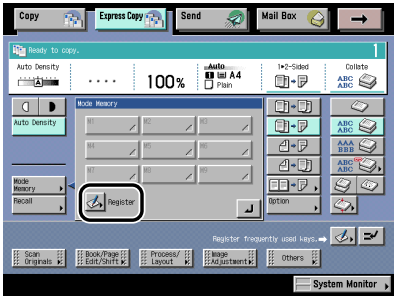
1 Specify the copy settings to register on the Express Copy Functions screen.



2 Press [Mode Memory].



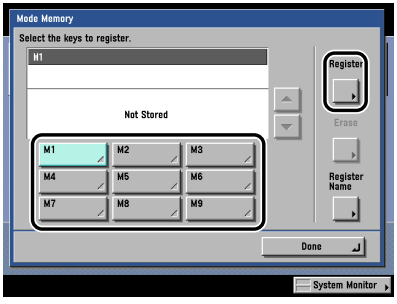
3 Press [Register].



NOTE

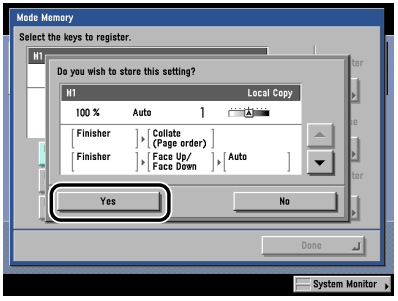
The [Register] is a shortcut key to the Mode Memory in Special Features screen in the Regular Copy Basic Features screen.

4 Select a memory key ([M1] to [M9]) to store a desired mode → press [Register].



● **If you select an empty memory key (no settings have been stored):**

❑ Press [Yes], when the confirmation message appears asking you to store the mode.



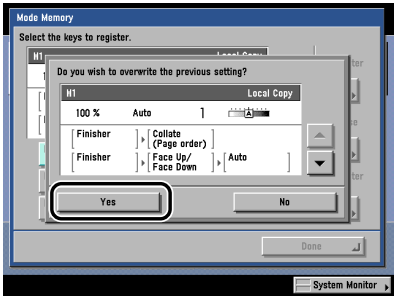
Press [No], if you do not want to store the settings.

When storing is complete, the message <Stored in memory.> appears for about two seconds on the touch panel display.

The memory key registering the copy mode is highlighted, and the registered settings are displayed.

● **If you select an occupied memory key (settings have been stored):**

❑ Press [Yes], when the confirmation message appears asking you to overwrite the mode.



Press [No], if you do not want to store the settings.

When storing is complete, the message <Stored in memory.> appears for about two seconds on the touch panel display.

The memory key registering the copy mode is highlighted, and the registered settings are displayed.

5 Press [Done].

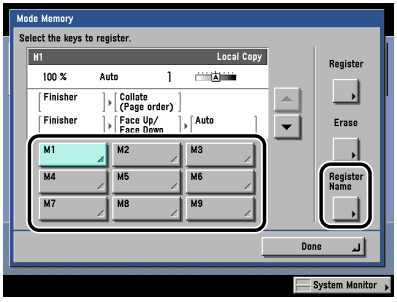
The display returns to the Express Copy Basic Features screen.

Registering a Memory Key Name (Mode Memory)

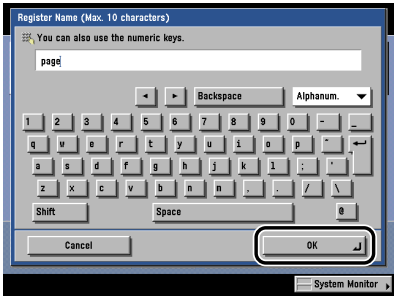
For instructions on this procedure using the Regular Copy Basic Features screen, see "Naming a Memory Key," on p. 5-6.

1 Press [Register] from the Mode Memory screen.

2 Select a memory key ([M1] to [M9]) to give a name to → press [Register Name].



3 Enter the new name → press [OK].



The name appears on the memory key.

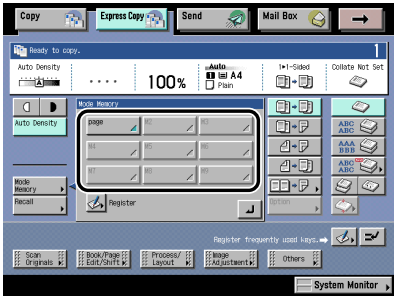
4 Press [Done].

The display returns to the Express Copy Basic Features screen.

Recalling a Copy Mode (Mode Memory)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Recalling Scan/Print/Copy Settings," on p. 5-7.

1 Select a memory key that registers the copy settings you want to use.

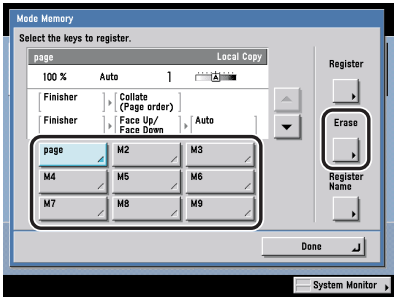


Erasing a Copy Mode (Mode Memory)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Erasing Scan/Print/Copy Settings," on p. 5-8.

1 **Press [Register] from the Mode Memory screen.**

2 **Select a memory key to be erased → press [Erase].**



A message appears to confirm that you want to erase the copy mode.

IMPORTANT

Make sure to check the settings first before erasing them.

3 Press [Yes].

If you do not want to erase the setting, press [No].

The message <Erased.> appears for about two seconds on the touch panel display.

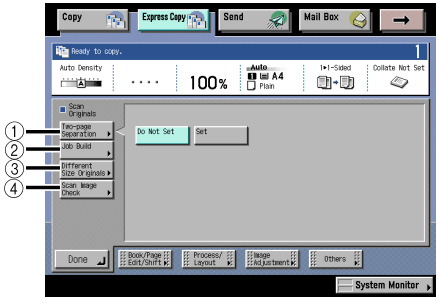
The registered copy setting is erased.

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

Making a Copy with Two-Page Separation and Different Size Originals Settings (Scan Originals)

This section describes the functions that you can use from [Scan Originals] on the Express Copy Basic Features screen. This screen enables you to scan facing pages of a book or bound original, print them in two separate pages, or store them as two separate pages with the Two-page Separation mode, and copy different size originals with the same widths or different widths, together as one group with Different Size originals mode, and so on. Press [Scan Originals] to set these modes.



NOTE

- *To cancel the settings for each function, press [Do Not Set].*
- *Press ◎ to cancel all settings and return the machine to the Standard mode.*

① Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-Page Separation)
This feature enables you to copy facing pages in a book or a magazine onto separate sheets of paper. (See "Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-Page Separation)," on p. 7-52.)

② Copying Separately-Set Originals (Job Build)
This mode enables you to scan originals that are too many to be set at once by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. The originals are copied as one document, after all the batches have been scanned. (See "Copying Separately-Set Originals (Job Build)," on p. 7-54.)

③ Feeding Different-Sized Originals Together in the Feeder (Different Size Originals)
This function enables you to copy different-size originals with the same width such as A3 and A4, together as one group by setting them in the feeder. (See "Feeding Different-Sized Originals Together in the Feeder (Different Size Originals)," on p. 7-55.)

④ Copying while Verifying Scanned Images (Scan Image Check)
This enables you to confirm scanned images page by page while copying them when you scan originals in succession on the platen glass. This is useful to prevent miscopying resulting from misscanning. (See "Copying while Verifying Scanned Images (Scan Image Check)," on p. 7-57.)

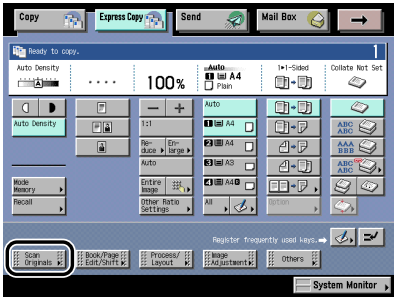
Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-Page Separation)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Two-Page Separation," on p. 4-8.

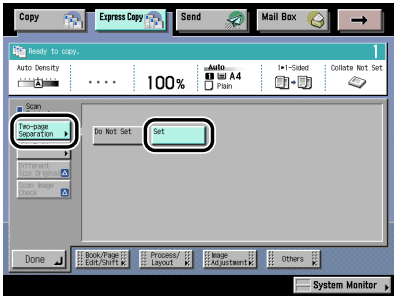
IMPORTANT

- *The Two-page Separation mode can not be used with the Saddle Stitch, Two-Sided, Front Cover/Back Cover, Paper Insertion, Image Combination, Booklet, Transparency Interleaving, Different Size Originals, Binding Erase, Image Repeat, Tab Paper Creation, or Scan Image Check modes.*
- *Place the original on the platen glass. The Two-page Separation mode cannot be used when the original is placed in the feeder.*

1 Press [Scan Originals].



2 Press [Two-page Separation] → [Set].



3 Press [Done].

The display returns to the Express Copy Basic Features screen.

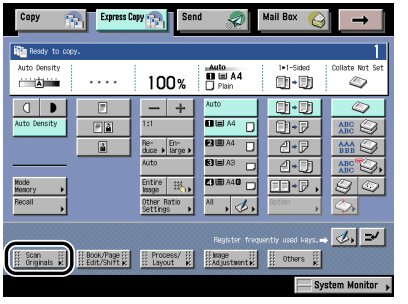
Copying Separately-Set Originals (Job Build)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Job Build," on p. 4-64.

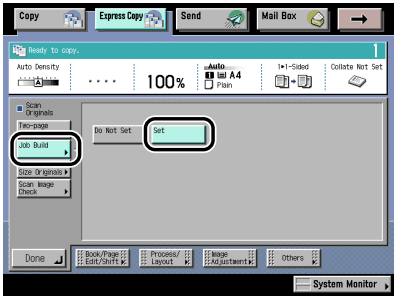
IMPORTANT

- *You cannot change the copy settings while the machine is scanning originals in the Job Build mode. You need to set the necessary copy settings beforehand, according to the type of originals and the desired result.*
- *If you place the originals in the feeder, remove each original from the original output area when scanning is complete.*
- *When copying, you can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the number of copies, Two-sided Original mode, original type, and copy exposure. However, if you specify the Image Combination mode with the Job Build mode, you cannot change the copy exposure and original type.*

1 Press [Scan Originals].



2 Press [Job Build] → [Set].



3 Press [Done].

The display returns to the Express Copy Basic Features screen.

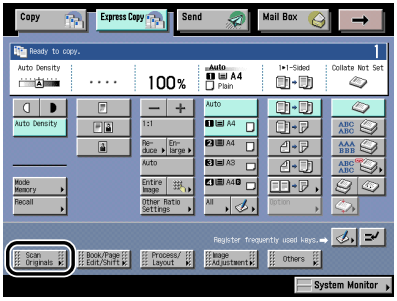
Feeding Different-Sized Originals Together in the Feeder (Different Size Originals)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Different Size Originals," on p. 4-63.

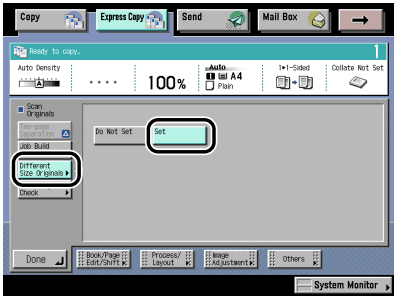
IMPORTANT

- *The Different Size Originals mode can not be used with the Book ▸2-Sided, Two-page Separation, Image Combination, Booklet, or Image Repeat modes.*
- *All originals placed together in the feeder must be the same weight (paper type).*
- *Align the top edge of the originals with the back edge of the feeder if you are placing originals with different widths. ("Width" refers to the vertical measurement of the paper from the front of the machine to the back of the machine when the paper is placed in the feeder or on the platen glass.)*
- *If the originals are placed in the feeder, set different size originals in the following combinations. Other combinations may damage the originals.*
  - *11" x 17" and LGL, LTR and LGL, LTR and LTRR*
- *If you place originals with different widths into the feeder, the originals may move slightly when fed to the platen glass. As a result, the images may be scanned and copied as slanted.*
- *If the Different Size Originals mode is set, the scanning speed may be slower than normal.*
- *If the Different Size Originals mode is set in combination with the Shift, Front Cover/Back Cover, or Paper Insertion (Sheet Insertion or Chapter Page) mode, you cannot use the Automatic Paper Selection mode.*
- *When placing different sized originals and printing them with their respective paper sizes, the output is not stapled.*
- *The Auto Orientation will not be performed when you set the Different Size Original mode.*

1 Press [Scan Originals].



2 Press [Different Size Originals] → [Set].



3 Press [Done].

The display returns to the Express Copy Basic Features screen.

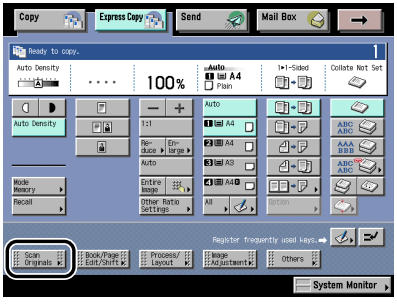
Copying while Verifying Scanned Images (Scan Image Check)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Scan Image Check," on p. 4-67.

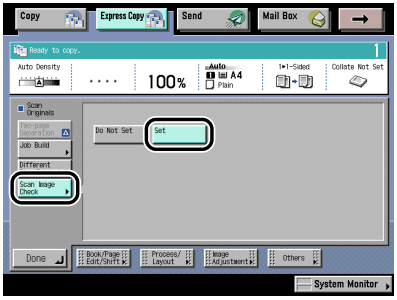
IMPORTANT

- *The Scan Image Check mode can not be used with the Remote or Cascade Copy, 2 ▶2-Sided, 2 ▶1-Sided, Book ▶2-Sided, Two-page separation, Image Combination, Booklet, Transparency Interleaving, Image Repeat, or Form Composition modes.*
- *When 1 ▶2-Sided is set, two-sided copying is not performed and the machine copies each original at a time.*
- *The originals must be set on the platen glass. You cannot copy using Scan Image Check mode with the originals set in the Feeder.*

1 Press [Scan Originals].



2 Press [Scan Image Check] → [Set].

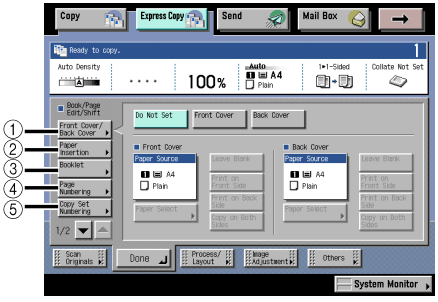


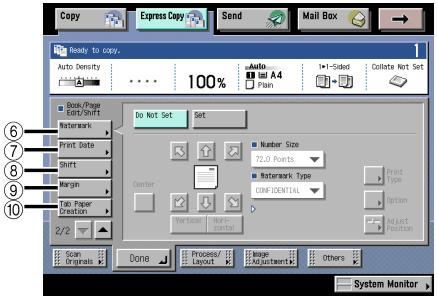
3 Press [Done].

The display returns to the Express Copy Basic Features screen.

Making a Copy with the Booklet, Shift Settings (Book/Page Edit/Shift)

This section describes the functions that you can use from [Book/Page Edit/Shift] on the Express Copy Basic Features screen. This screen enables you to make copies for use as a booklet with the Booklet mode, make copies with the original image shifted with the Shift mode, and so on. Press [Process/ Layout] to set these modes.





NOTE

- *The Book/Page Edit/Shift screen consists of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.*
- *To cancel the settings for each function, press [Do Not Set].*
- *Press [C] to cancel all settings and return the machine to the Standard mode.*

① Front Cover/Back Cover
This mode enables you to programme the machine to automatically add front and back covers using a different type of paper stock from what is used for the main text. (See "Making a Copy with Front and Back Covers," on p. 7-61.)

② Paper Insertion
This mode enables you to programme the machine to automatically add sheet insertions, chapter pages, or tab papers using a different type of paper stock from what is used for the main text. (See "Making a Copy with Inserted Sheets," on p. 7-63.)

③ Booklet
This mode enables you to copy one-sided or two-sided originals in such a way that the copies are made into a booklet. (See "Making Copies for Use as a Booklet (Booklet)," on p. 7-66.)

④ Page Numbering
Documents can be copied with page numbers (numbers only, numbers surrounded by hyphens, or chapter numbers). (See "Page Numbering," on p. 7-71.)

⑤ Copy Set Numbering
This mode enables you to copy a document with a five digit serial number in the background on each page. (See "Copy Set Numbering," on p. 7-75.)

⑥ Watermark
This mode enables you to copy a watermark and user-defined text onto the output. (See "Watermark," on p. 7-78.)

⑦ Print Date
This mode enable you to copy the date onto the output. (See "Print Date," on p. 7-81.)

⑧ Shift
This mode enables you to make copies with the entire image shifted to the centre or a corner. (See "Making Copies with the Original Image Shifted (Shift)," on p. 7-84.)

⑨ Margin
his mode enables you to make copies with the entire original image shifted by a designated width to the left, right, top, or bottom to create a margin on the copies. Use this mode when you want the copies placed in a ring binder. (See "Making Copies with Margins (Margin)," on p. 7-88.)

⑩ Tab Paper Creation
Load tab paper in either paper drawer 3 or 4, and you can copy onto the tabs using the Tab Paper Creation mode. (See "Copying on Tab Paper (Tab Paper Creation)," on p. 7-91.)

Adding Front and Back Covers, Sheet Insertions, Chapter Pages, and Tab Papers to Copy Sets (Front Cover/Back Cover) (Paper Insertion)

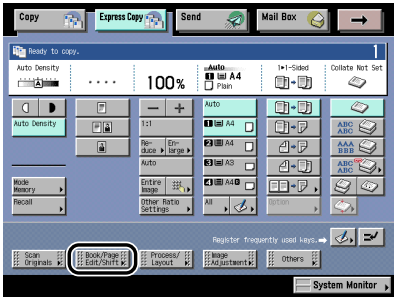
For instructions on this procedure using the Regular Copy Basic Features screen, see "Cover/ Sheet Insertion," on p. 4-10.

IMPORTANT

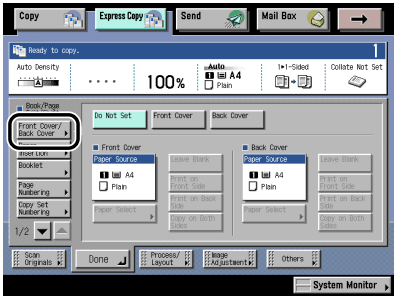
- *The Front Cover/Back Cover or Paper Insertion (Sheet/Insertion or Chapter Page) mode can not be used with the Group, Offset Group, Rotate Collate, Rotate Group, Saddle Stitch, Book ▸2-Sided, Two-page Separation, Image Combination, Booklet, Transparency Interleaving, Image Repeat, Mirror Image, Form Composition, or Tab Paper Creation modes.*
- *The Paper Insertion (Tab Paper) mode can not be used with the Auto Zoom, Zoom Program, Auto XY Zoom, Entire Image, Group, Offset Group, Rotate Collate, Rotate Group, Staple (Top Right Corner, Bottom Right Corner, or Right Double), Saddle Stitch, Book ▸2-Sided, Two-page Separation, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Frame Erase, Image Repeat, Mirror Image, Form Composition, or Tab Paper Creation modes.*
- *If you use Front Cover/Back Cover or Paper Insertion mode with the Remote or Cascade Copy mode, Auto Orientation is not performed.*
- *If you use Front Cover/Back Cover or Paper Insertion mode with the Automatic Paper Selection mode, Auto Orientation is not per formed.*
- *You cannot set the Front Cover/Back Cover or Paper Insertion (Sheet Insertion or Chapter Page) mode when the Different Size Originals mode is set with the Automatic Paper Selection mode.*
- *If you select the Staple mode when the optional Finisher-T1 or Saddle Finisher-T2 is attached, you cannot staple more than 30 sheets of A3 or A4R paper, or 50 sheets of A4 paper, including sheet insertions.*

Making a Copy with Front and Back Covers

1 **Press [Book/Page Edit/Shift].**



2 **Press [Front Cover/Back Cover].**



3 Select the front cover and/or back cover.

❑ Select the desired Front Cover/Back Cover feature.

❑ Press [Paper Select] → select the paper source.

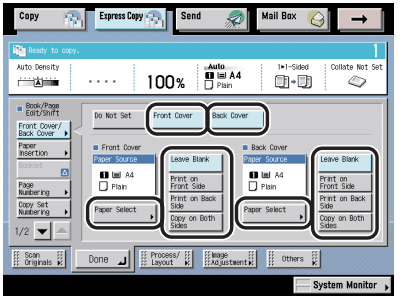
IMPORTANT

- *Select the same sized paper for [Front Cover] and [Back Cover]. If you set [Sheet Insertion] (or [Chapter Page]) or [Tab Paper], select the same sized paper as the front and back covers.*
- *When you select [Front Cover], [Back Cover], [Sheet Insertion] (or [Chapter Page]), if the paper size for one feature is changed to another size, the other two features are changed. However, you may change the paper drawer for one feature without affecting the others, as long as the paper size is the same.*

NOTE

[Register] is a short cut key to the Register Paper Type in Common Settings from the Additional Functions screen.

❑ Select whether to copy on the front cover and/or back cover.

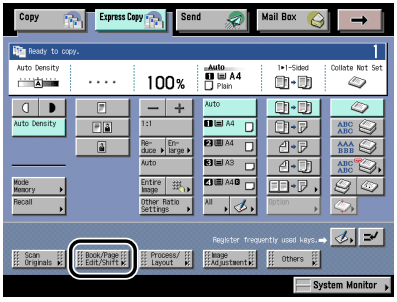


4 Press [Done].

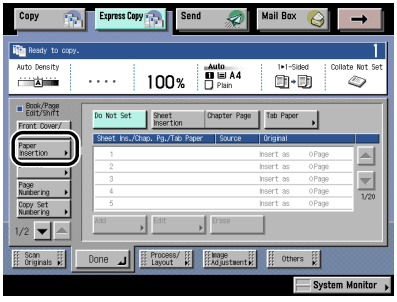
The display returns to the Express Copy Basic Features screen.

Making a Copy with Inserted Sheets

1 Press [Book/Page Edit/Shift].

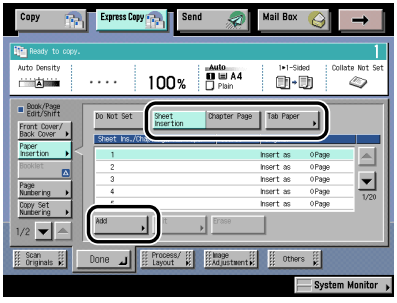


2 Press [Paper Insertion].



3 Select the desired paper insertion feature ([Sheet Insertion], [Chapter Page], or [Tab Paper]) → press [Add].

You cannot select [Sheet Insertion] and [Chapter Page] at the same time.



To check/change a specific setting, press [▼] or [▲] to scroll to the desired page → select the page → press [Edit].

To erase a specific setting, press [▼] or [▲] to scroll to the desired page → select the page → press [Erase].

When you select [Tab Paper], set the copy shift width for the tab paper.

4 Enter the page number where you want sheet insertions, chapter pages, or tab paper to be inserted.

❑ Enter the page number where you want the sheet insertion added using 0 - 0 (numeric keys) → press [OK].

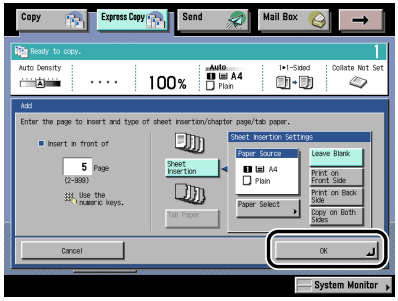
❑ Press [Paper Select] → select the paper source.

IMPORTANT

- *Select the same sized paper for [Sheet Insertion] (or [Chapter Page]) and [Tab Paper]. If you set [Front Cover] or [Back Cover], select the same sized paper as the inserted sheets.*
- *When you select [Front Cover], [Back Cover], [Sheet Insertion] (or [Chapter Page]), if the paper size for one feature is changed to another size, the other two features are changed. However, you may change the paper drawer for one feature without affecting the others, as long as the paper size is the same.*
- *When you select [Tab Paper], only A4 paper can be used.*

❑ Select whether to print on the front side, back side, or both sides of the paper.
If you set [Chapter Page] and/or [Tab Paper], you cannot set the side of paper to print on.

❑ Press [OK].



IMPORTANT

- *The settings are displayed in the order of insertion.*
- *You cannot set the sheet insertion and chapter page positions on the first page. Set their positions starting from the second page. However, you can set the tab paper position from the first page.*
- *If you select [Copy on Both Sides] for the front cover and a tab paper is set to insert in front of the first page, the front cover is output first as blank and then the printed tab paper is output.*
- *If you select [Leave Blank] for the sheet insertion, you can set the same page with a tab paper. In this case, the paper for the sheet insertion is output first and then the tab paper is output.*

5 Press [Done].

The display returns to the Express Copy Basic Features screen.

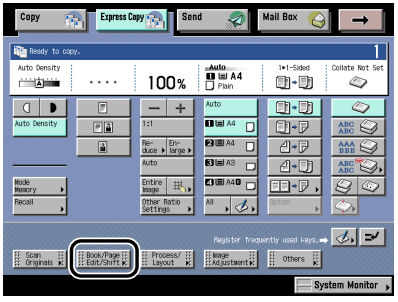
Making Copies for Use as a Booklet (Booklet)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Booklet Mode," on p. 4-27.

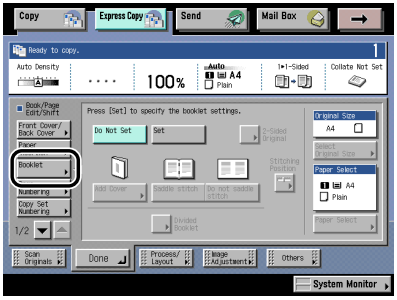
IMPORTANT

- *The Booklet mode cannot be used with the Stack Bypass Settings (2nd Side of 2-Sided Page), Entire Image, Automatic Paper Selection, Finisher, Two-Sided, Two-page Separation, Front Cover/Back Cover, Paper Insertion, Image Combination, Shift (No. Key Entry), Transparency Interleaving, Margin, Different Size Originals, Frame Erase, Image Repeat, Mirror Image, Form Composition, Tab Paper Creation, Scan Image Check, Page Numbering/Copy Set Numbering, or Watermark/Print Date mode.*
- *The Divided Booklet mode cannot be used together with the Remote or Cascade Copy mode, in addition to the above-mentioned modes.*
- *Saddle stitching is not performed when there is only one sheet.*
- *Saddle stitching can be performed only if the optional Saddle Finisher-T2 is attached.*
- *The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.*

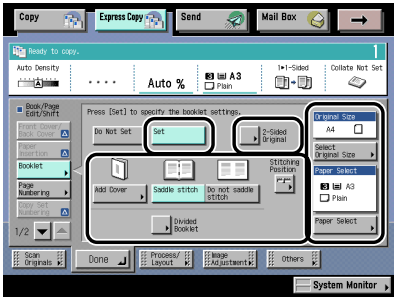
1 Press [Book/Page Edit/Shift].



2 Press [Booklet].



3 Press [Set] → specify each setting.

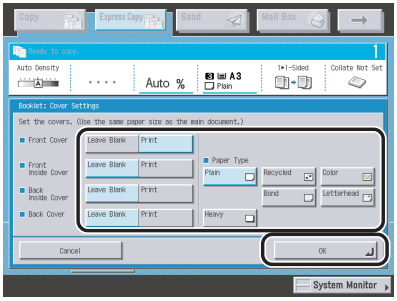


❑ Press [Select Original Size] → set the size of the original to scan.

❑ If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK].

❑ Press [Paper Select] → select the paper source.

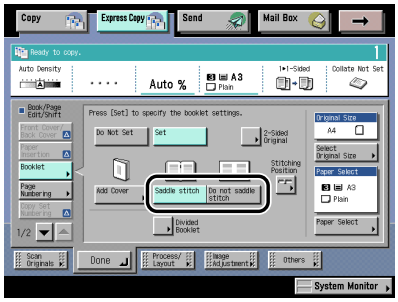
❑ If you want to add a cover, press [Add Cover], select the paper source for the cover, select whether to copy on the cover page, select paper type, and press [OK].



IMPORTANT

- *The paper used for the cover page must be the same paper size as that which is used for copying the main document.*
- *Only 64 to 200 g/m² paper can be used for the cover page.*
- *Only 64 to 90 g/m² paper can be used for the main document.*
- *If you select [Add Cover], you cannot specify the stack bypass as the paer source used for the main document.*
- *When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.*

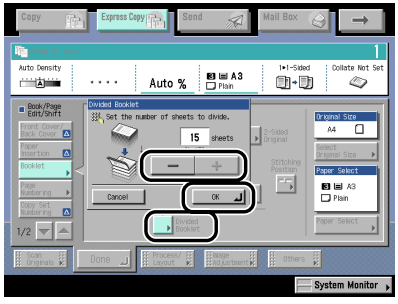
❑ Select whether to saddle stitch the booklet.



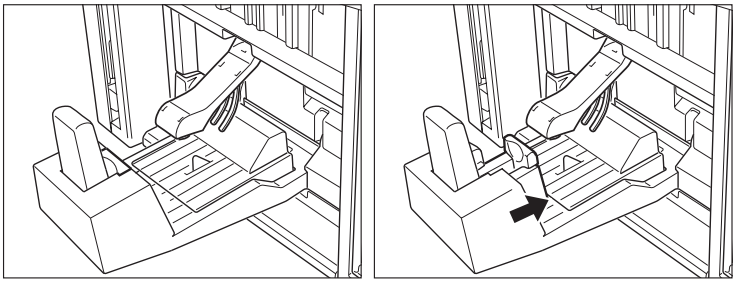
NOTE

[Stitching Position] is a short cut key to the Saddle Stitch Position Adjustment in Adjustment/ Cleaning from the Additional Functions screen.

❑ If you select [Divided Booklet], enter the number of sheets that you want to divide by pressing [-] or [+] → press [OK].



4 Set the Booklet Tray guide to match the paper size.



A3 A4R

IMPORTANT

Make sure to set the Booklet Tray guide correctly to match the paper size. Setting the Booklet Tray guide incorrectly may result in a paper jam.

5 Press [Done].

The display returns to the Express Copy Basic Features screen.

Page and Copy Set Numbering (Page Numbering/Copy Set Numbering)

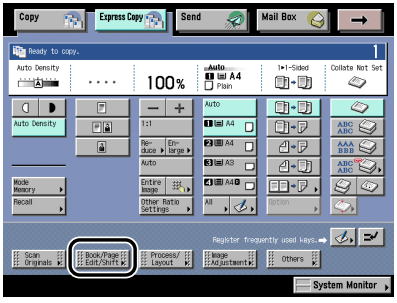
For instructions on this procedure using the Regular Copy Basic Features screen, see "Page and Copy Set Numbering," on p. 4-84.

Page Numbering

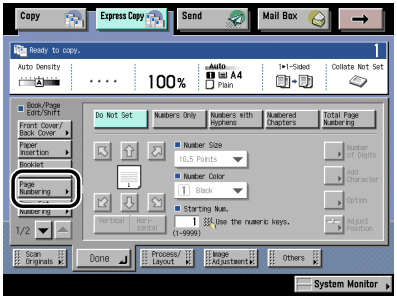
IMPORTANT

- *The Page Numbering mode can not be used with the Saddle Stitch, Entire Image, Shift (No. Key Entry), Transparency Interleaving, Frame Erase, Mirror Image, or Form Composition mode.*
- *Copying performance may not be optimal in the Page Numbering mode, depending on the scanned original and combination of copy modes.*

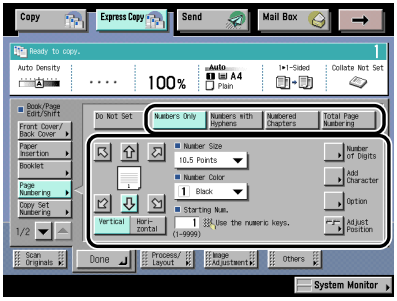
1 Press [Booklet/Page Edit/Shift].



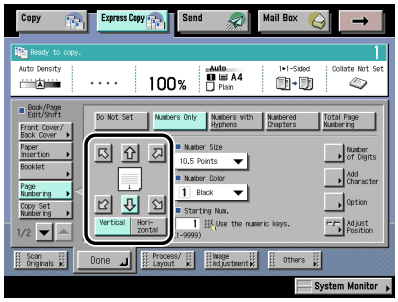
2 Press [Page Numbering].



3 Select the type of numbering ([Numbers Only], [Numbers with Hyphens], [Numbered Chapters], or [Total Page Numbering]), and specify each settings.



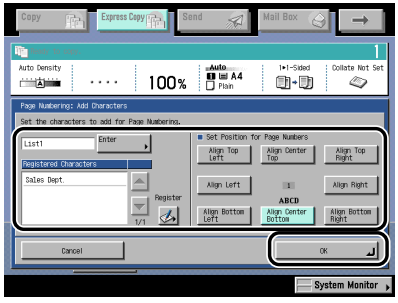
❑ Select the orientation and the position of the page numbers.



❑ Press [Option], you can select the position of the page number for the backside and whether to count the inserted sheets.

❑ If you select [Number of Digits], enter the size of page number by pressing [-] or [+] → press [OK].

❑ If you select [Add Character], set the character and position for page numbering and press [OK].

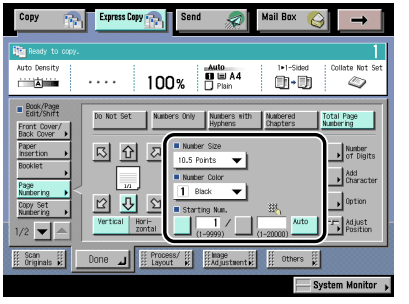


You can also select the text which has been registered in Register Characters for Page No./ Watermark in Common Settings from Additional Functions beforehand.

❑ Set the page number to start numbering, size and colour of the page numbers.

Enter the page number to start numbering from 1 to 9,999 using ⓪ - ⑨ (numeric keys). If you want to insert chapter numbers along with page numbers, specify the starting chapter number on the left, and the starting page number on the right (1 to 9,999).

If you want to insert the total page number along with page numbers, specify to have the page numbers start on the left side (1 to 9,999), and the total page number starts on the right side (1 to 20,000). To set the total page number automatically, press [Auto].



NOTE

- *[Register] is a short cut key to the Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.*
- *[Adjust Position] is a short cut key to the Page Num./Copy/Watermark Position Adjust. in Adjustment/Cleaning from the Additional Functions screen.*

4 Press [Done].

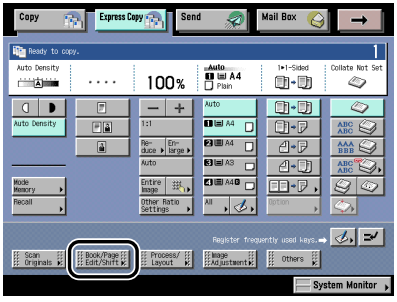
The display returns to the Express Copy Basic Features screen.

Copy Set Numbering

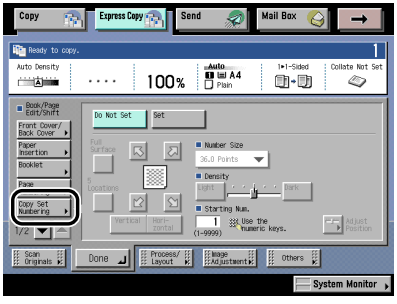
IMPORTANT

- *The Copy Set Numbering mode can not be used with the Group, Rotate Group, Offset Group, Saddle Stitch, Entire Image, Shift (No. Key Entry), Booklet, Transparency Interleaving, Frame Erase, Mirror Image, or Form Composition mode.*
- *Copying performance may not be optimal in the Copy Set Numbering mode, depending on the scanned original and combination of copy modes.*

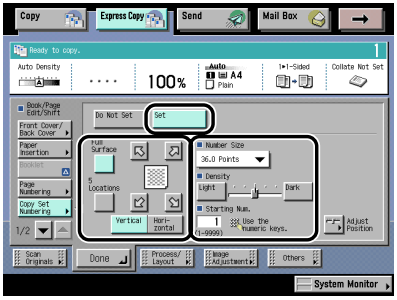
1 Press [Book/Page Edit/Shift].



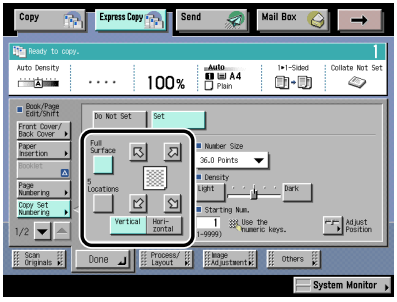
2 Press [Copy Set Numbering].



3 Press [Set] → specify each settings.

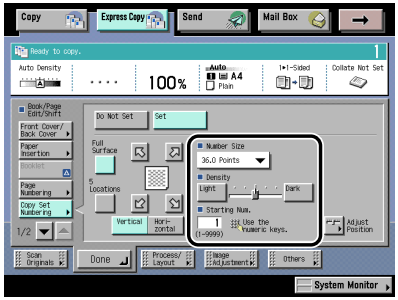


❑ Select the orientation and print position of the copy set numbers.



❑ Specify the character size and the character density.

❑ Enter the copy number to start numbering from, from 1 to 9999 using ⓪ - ⑨ (numeric keys).



NOTE

[Adjust Position] is a short cut key to the Page Num./Copy/Watermark Position Adjust. in Adjustment/Cleaning from the Additional Functions screen.

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

Printing a Watermark and Date (Watermark/Print Date)

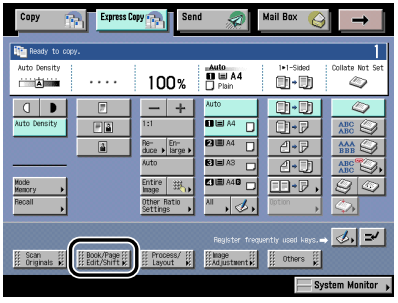
For instructions on this procedure using the Regular Copy Basic Features screen, see "Printing a Watermark and Date," on p. 4-92.

IMPORTANT

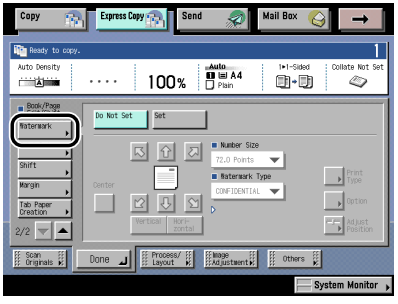
- *The Watermark/Print Date mode can not be used with the Entire Image, Saddle Stitch, Shift (No. Key Entry), Booklet, Transparency Interleaving, Frame Erase, Mirror Image, or Form Composition mode.*
- *Copying performance may not be optimal in the Watermark/Print Date mode, depending on the scanned original and combination of copy modes.*

Watermark

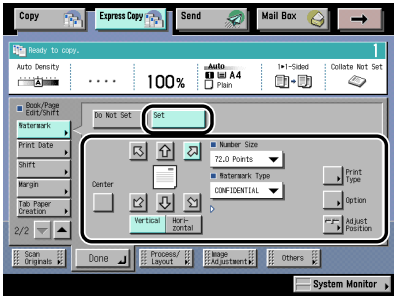
1 Press [Book/Page Edit/Shift].



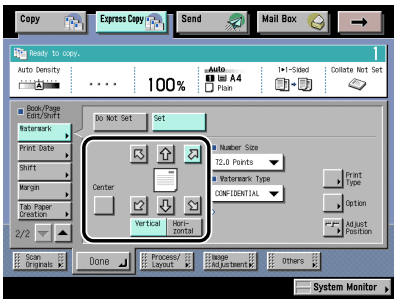
2 Press [▼] → [Watermark].



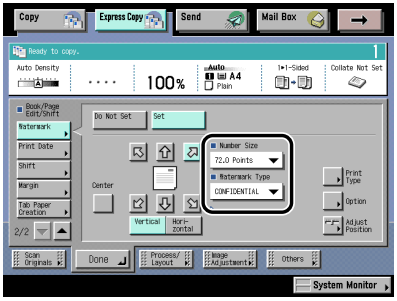
3 Press [Set] → specify each settings.



❑ Set the watermark orientation and position.



❑ Select the size and the desired preset watermark.



❑ If you want to create a user-defined watermark, press [Create] from the Watermark Type drop-down list → press [Enter] → enter the text → press [OK].

You can also select text which has been registered in the machine beforehand.

You can enter up to 32 characters for the watermark.

❑ Press [Print Type] → select the desired print type.

You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can adjust the density by pressing [Light] or [Dark].

❑ Press [Option] → set the page to print on and the position to print on the back side of the paper.

NOTE

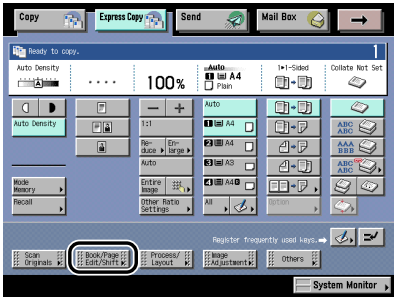
[Adjust Position] is a short cut key to the Page Num./Copy/Watermark Position Adjust. in Adjustment/Cleaning from the Additional Functions screen.

4 Press [Done].

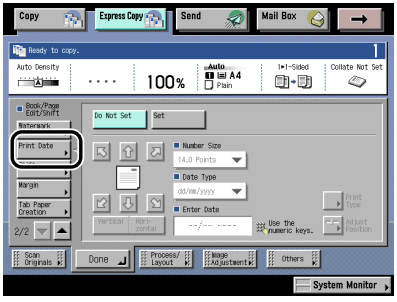
The display returns to the Express Copy Basic Features screen.

Print Date

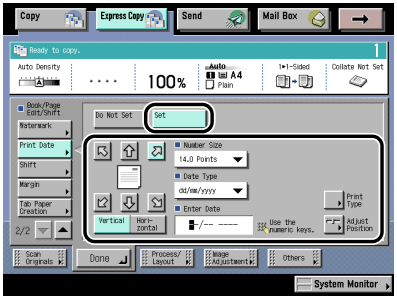
1 Press [Book/Page Edit/Shift].



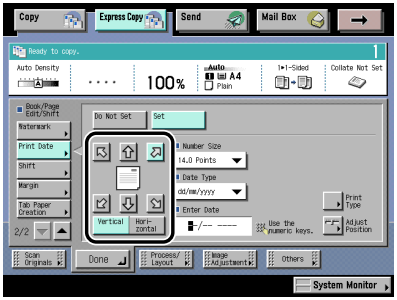
2 Press [▼] → [Print Date].



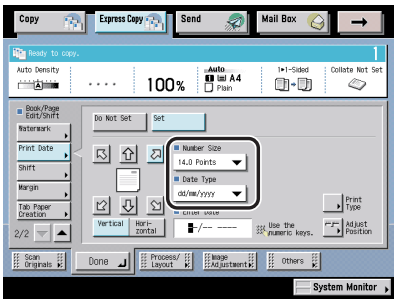
3 Press [Set] → specify each setting.



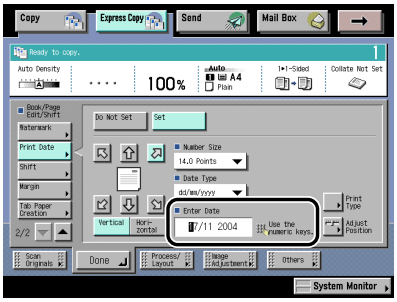
❑ Set the number orientation and position.



❑ Select the Number Size and Date Type.



❑ Specify the date.



Enter the date using ⓪ - ⑨ (numeric keys).

❑ Press [Print Type] → select the desired printing type.

You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can also adjust the halftone density by pressing [Light] or [Dark].

NOTE

[Adjust Position] is a shortcut key to Numbering/Date/Watermark Position Adjust. in Adjustment/ Cleaning (from the Additional Functions screen).

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

Making Copies with the Original Image Shifted (Shift)

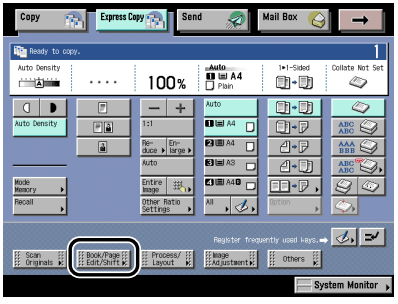
For instructions on this procedure using the Regular Copy Basic Features screen, see "Shifting the Original Image," on p. 4-47.

IMPORTANT

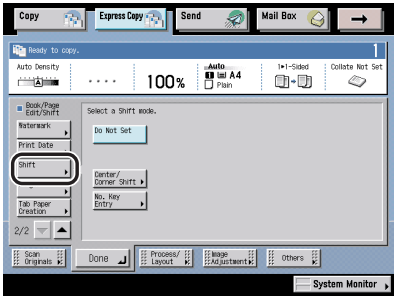
- *The Shift (Center/Corner Shift) mode can not be used with the Paper Insertion (Tab Paper), Image Repeat, Mirror Image, or Tab Paper Creation mode.*
- *The Shift with No. Key Entry mode cannot be used with the Remote or Cascade Copy, Image Combination, Booklet, Page Numbering/Copy Set Numbering, or Watermark/Print Date mode in addition to the modes mentioned above.*
- *The Shift mode cannot be selected when you set the Different Size Originals mode in combination with the Automatic Paper Selection mode.*
- *If the original and the copy paper are the same size and the copy ratio is set at 100%, the image of the original is not shifted.*
- *The default setting is 'Center.'*
- *If you use the numeric keys to enter the shift position, the original image may be partially cut off on the copy, depending on the size of the original, the size of the copy paper, and the amount of shift specified.*

Making Copies with the Original Image Shifted to the Center or a Corner

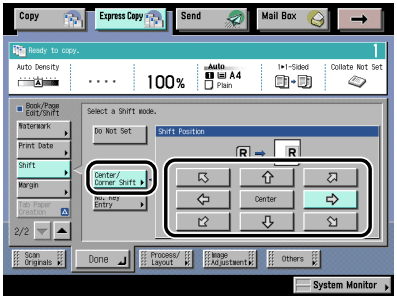
1 **Press [Book/Page Edit/Shift].**



2 Press [▼] → [Shift].



3 Press [Center/Corner Shift] → select the shift direction with an arrow key.



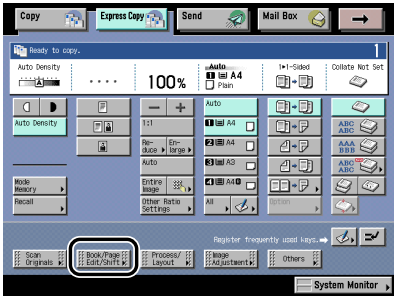
The shift direction refers not to the direction in which the original is placed on the platen glass or in the feeder, but to the direction that you want the original image shifted, if the original image is viewed as face up and situated in the centre of the copy page.

4 Press [Done].

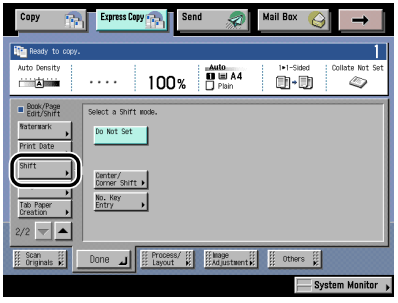
The display returns to the Express Copy Basic Features screen.

Making Copies with the Original Image Shifted Using the Numeric Keys

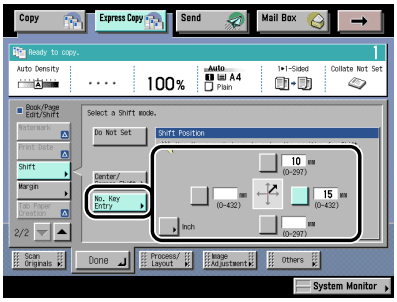
1 Press [Book/Page Edit/Shift].



2 Press [▼] → [Shift].



3 Press [No. Key Entry] to select the shift direction → enter the desired value 0 - 9 (numeric keys).



NOTE

- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *For details on how to enter the values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

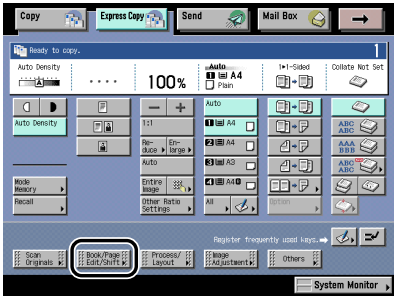
Making Copies with Margins (Margin)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Margin Mode," on p. 4-51.

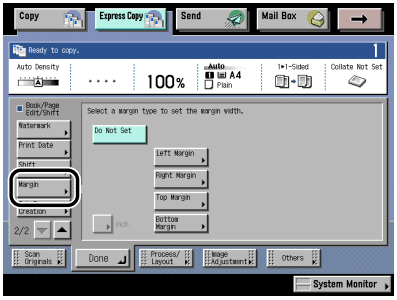
IMPORTANT

- *The Margin mode can not be used with the Paper Insertion (Tab Paper), Booklet, Image Repeat, Mirror Image, or Tab Paper Creation modes.*
- *When the Margin mode is set, the entire original image is shifted to the left, right, top, or bottom by a selected width, then copied. When copying an original image that extends to the edge of the sheet, part of that image will be cut off.*

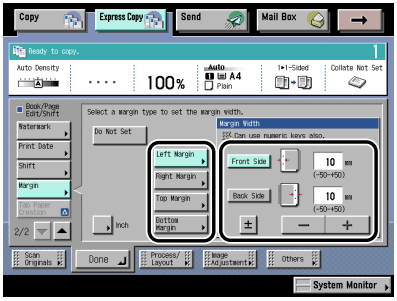
1 Press [Book/Page Edit/Shift].



2 Press [▼] → [Margin].



3 Select the desired margin type → set the margin width.



Press [-] or [+] to set the margin width (-50 mm to +50 mm) of the front and back side of the paper.

When entering values in millimeters, you can use ⓪ - ⑨ (numeric keys) and ⓒ.

If you enter the value with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [-] or [+].

IMPORTANT

- *If you are using the Margin and Two-Sided modes together and copying an original that already has a margin, follow the instructions below:*
  - *1 ▶2-Sided: Set the margin for the back only.*
  - *2 ▶2-Sided: You do not need to set a margin. Proceed to make copies in the usual way.*
  - *2 ▶1-Sided: Set the margin for the back only.*
- *If you are using the Margin and Two-Sided modes together and copying an original that does not have a margin, follow the instructions below:*
  - *1 ▶2-Sided: Set the margin for both the front and back.*
  - *2 ▶2-Sided: Set the margin for both the front and back.*
  - *2 ▶1-Sided: Set the margin for both the front and back.*

NOTE

- *The default setting is '10 mm'.*
- *If you enter a value other than 0, you can switch between positive and negative margin width by pressing [±].*

  Example: (+)10 → [±] → -10
  -50 → [±] → (+)50

- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *For details on how to enter the values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

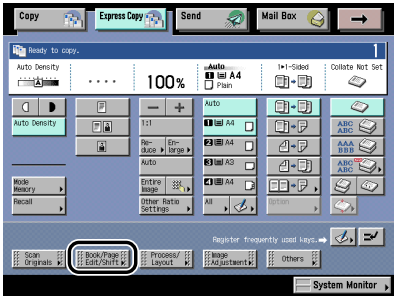
Copying on Tab Paper (Tab Paper Creation)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Tab Paper Creation," on p. 4-98.

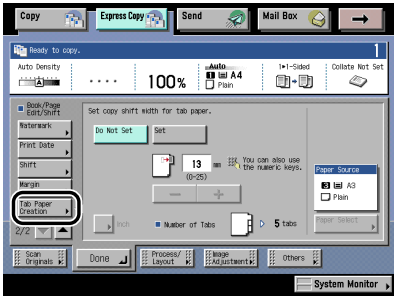
IMPORTANT

- *The Tab Paper Creation mode can not be used with the Automatic Paper Selection, Auto Zoom, Zoom Program, XY Zoom (Auto XY Zoom), Entire Image, Group, Offset Group, Rotate Collate, Rotate Group, Corner (Top Right, Bottom Right) and Double (Right) stapling, Saddle Stitch, 1 ▶2-Sided, 2 ▶2-Sided, Book ▶2-Sided, Two-page Separation, Front Cover/Back Cover, Paper Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Frame Erase, or Image Repeat mode.*
- *Only A4 originals can be used with the Tab Paper Creation mode.*

1 Press [Book/Page Edit/Shift].



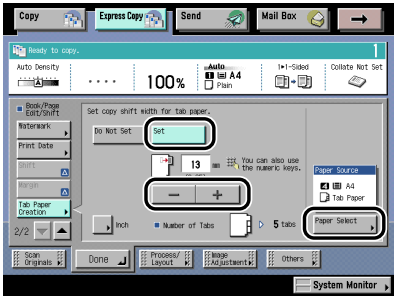
2 Press [▼] → [Tab Paper Creation].



3 Press [Set] → specify each setting.

❑ Press [Paper Select] → select the paper source.

❑ Set the copy shift width (0 - 25 mm) by pressing [-] or [+].



When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys), and Ⓒ to clear your entries.

If you enter the value using ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [-] or [+].

NOTE

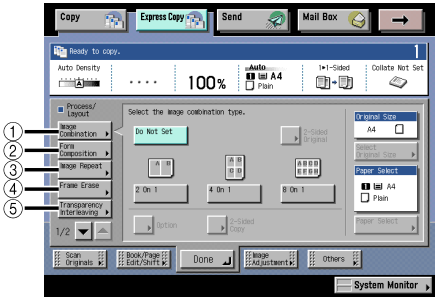
- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *For details on how to enter the values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*

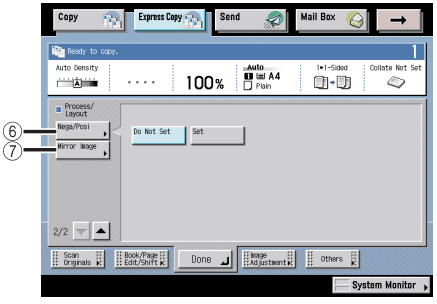
4 Press [Done].

The display returns to the Express Copy Basic Features screen.

Making a Copy with the Image Combination and Frame Erase Modes (Process/Layout)

This section describes the functions that you can use from [Process/Layout] on the Express Copy Basic Features screen. This screen enables you to automatically reduce multiple originals to fit onto one side or both sides of a selected paper (record) size with the Image Combination mode, erase shadows and lines that appear when copying (scanning) with the Frame Erase mode, and so on. Press [Process/Layout] to set these modes.





NOTE

- *The Process/Layout screen consists of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.*
- *To cancel the settings for each function, press [Do Not Set].*
- *Press [C] to cancel all settings and return the machine to the Standard mode.*

① Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination)
This mode automatically reduces two, four, or eight originals, two-sided originals, or the facing pages of a book to fit onto one side or both sides of a selected paper size. (See "Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination)," on p. 7-95.)

② Composing Images (Form Composition)
Form Composition is a function that superimposes an image (image form) previously scanned, registers it in the memory of the machine, and places it on the image of the original. (See "Composing Images (Form Composition)," on p. 7-97.)

③ Making Copies with the Original Image Repeated (Image Repeat)
You can repeatedly copy the image of an original in either the vertical or horizontal direction. The following two setting methods are available for the Image Repeat mode. (See "Making Copies by the Original Image Repeated (Image Repeat)," on p. 7-99.)

④ Erasing Shadows and Frame Lines from Copies (Frame Erase)
This mode erases shadows and lines that appear when copying various types of originals. (See "Erasing Shadows and Frame Lines from Copies (Frame Erase)," on p. 7-101.)

⑤ Making Copies with Sheets of Paper Interleaved between Transparencies (Transparency Interleaving)
Use this mode when copying onto transparencies fed from the stack bypass. The machine automatically interleaves a sheet of paper between each transparency. (See "Making Copies with Sheets of Paper Interleaved between Transparencies (Transparency Interleaving)," on p. 7-108.)

⑥ Inverting Original Images (Nega/Posi)
This function enables you to make copies of the original image by inverting the black and the white areas. (See "Inverting Original Images (Nega/Posi)," on p. 7-110.)

⑦ Making Copies with the Original Image Reversed (Mirror Image)
This function copies the image of the original as if it is reflected in a mirror or reversed. (See "Making Copies with the Original Image Reversed (Mirror Image)," on p. 7-111.)

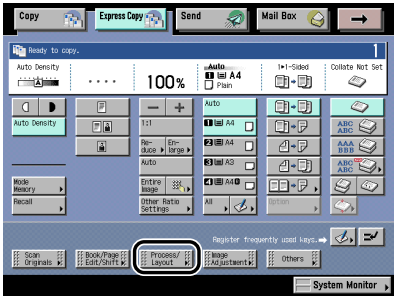
Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Image Combination," on p. 4-41.

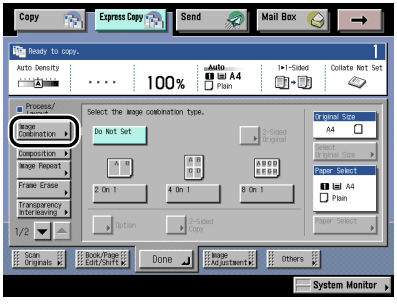
IMPORTANT

- *The Image Combination mode can not be used with the Entire Image, Automatic Paper Selection, Saddle Stitch, Two-Sided, Two-page Separation, Front Cover/Back Cover, Paper Insertion, Shift (No. Key Entry), Booklet, Transparency Interleaving, Different Size Originals, Original Frame Erase, Book Frame Erase, Image Repeat, Mirror Image, Form Composition, Tab Paper Creation, or Scan Image Check modes.*
- *Originals copied using the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.*

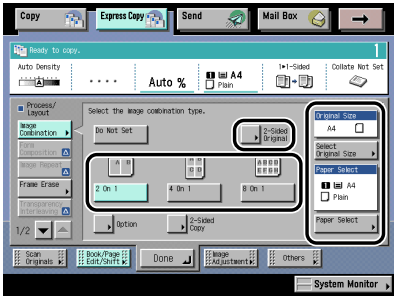
1 Press [Process/Layout].



2 Press [Image Combination].



3 Specify each setting.



- ❑ Select the desired image combination type ([2 on 1], [4 on 1], or [8 on 1]).
- ❑ Press [Option] to select the order of the layout → select the image order.
- ❑ Press [Select Original Size] → specify the original size.
- ❑ Press [2-Sided Originals] to scan two-sided originals → select the type of 2-sided originals.
- ❑ Press [2-Sided Copy] to make two-sided copies → select the type of two-sided orientation.
- ❑ Press [Paper Select] → select the paper source.

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

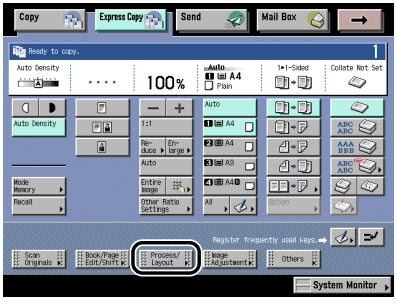
Composing Images (Form Composition)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Image Combination," on p. 4-41.

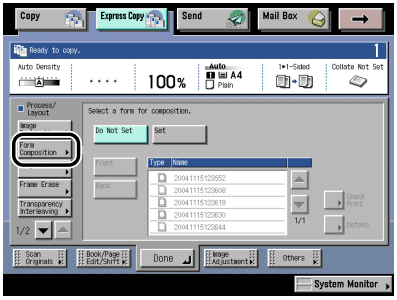
IMPORTANT

- *The Form Composition mode can not be used with the Remote Copy, Saddle Stitch, Front Cover/Back Cover, Paper Insertion, Image Combination, Booklet, Transparency Interleaving, Image Repeat, Scan Image Check, Page Numbering/Copy Set Numbering, or Watermark/Print Date mode.*
- *If you use the Form Composition mode with the Cascade Copy mode, it is necessary to assign the same name to the stored image form in both this machine and the remote copy printer beforehand. If the assigned image form name in this machine is not set in the remote copy printer, the job is cancelled. If multiple image forms with the same assigned name are stored in the remote copy printer, different image may be used for Form Composition.*
- *To copy in the Form Composition mode, the Image form must be stored in the memory of the machine. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *Form composition can be used together with other copy modes not listed above to process images. However, the copy modes other than Shift and Mirror Image modes can only be used for the copy image, and not for the stored image forms.*
- *Up to 100 image forms can be stored. However, this number varies depending on the capacity of the hard disk.*
- *Copying performance may not be optimal in the Form Composition mode, depending on the selected document and image form.*

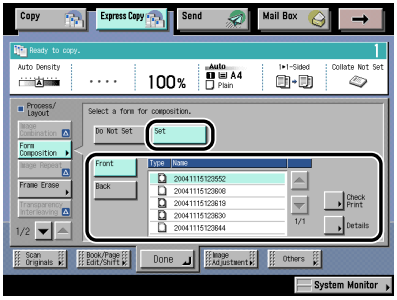
1 Press [Process/Layout].



2 Press [Form Composition].



3 Press [Set] → select an image form to be superimposed over the original.



When there are more than five stored image forms, press [▼] or [▲] to display the other images.

When you wish to combine images on the back of the copy sheet as well as the front, press [Back], and select the desired image form.

You can select different image forms for both the front and back sheets.

To check the images stored as forms, press [Check Print], and make a copy of the image.

If you press [Details], the detailed information of the image form is displayed.

● **If [Check Print] is pressed:**

❑ Select the paper size → press [Start Print].

Press [Cancel] to cancel the sample print.

The following screen is displayed after the sample prints. Press [Yes] to set the sample image as the image form for composition. Press [No] to select a different image form for composition.

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

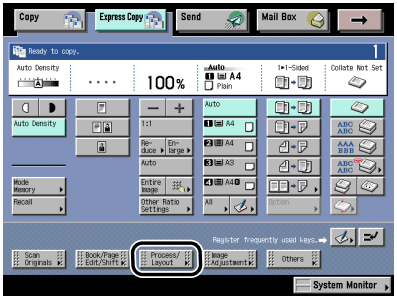
Making Copies by the Original Image Repeated (Image Repeat)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Image Repeat," on p. 4-73.

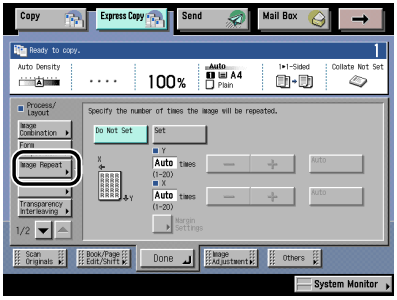
IMPORTANT

- *The Image Repeat (manual setting) mode can not be used with the Entire Image, Saddle Stitch (Add Cover), Book ▸2-Sided, Two-page Separation, Front Cover/Back Cover, Paper Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Different Size Originals, Frame Erase, Mirror Image, Form Composition, Tab Paper Creation, or Scan Image Check modes.*
- *The Image Repeat (automatic setting) mode cannot be used with the Automatic Paper Selection, Auto Zoom, or XY Zoom (Auto XY Zoom) mode in addition to the modes mentioned above.*

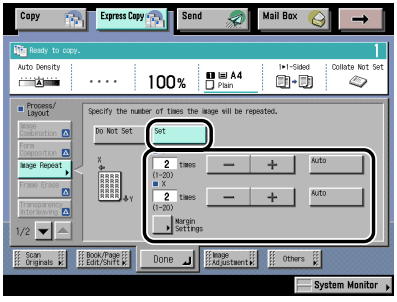
1 Press [Process/Layout].



2 Press [Image Repeat].



3 Press [Set] → set the number of times you want the image to repeat for both the horizontal and vertical directions.



Press [Auto] to set the number of times the image will repeat automatically. To make repeated images with the number of repeats automatically set, select the paper size. The original image is then copied so that the maximum number of images possible fits onto the selected paper size.

Press [-] or [+] to set the number of times the image will repeat manually. The number of times an image can repeat is from 1 to 20.

If you want to specify the amount of space between repeated images, press [Margin Settings].

IMPORTANT

Depending on how many times you have manually set the image to repeat, some of the images may overlap.

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

Erasing Shadows and Frame Lines from Copies (Frame Erase)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Frame Erase," on p. 4-54.

IMPORTANT

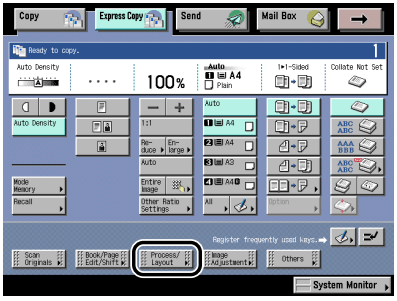
A combination of the Original Frame Erase, Book Frame Erase, and Binding Erase modes cannot be set. If you select one of these modes, the previously set mode is cancelled.

Making Copies by Erasing the Frame around the Original (Original Frame Erase)

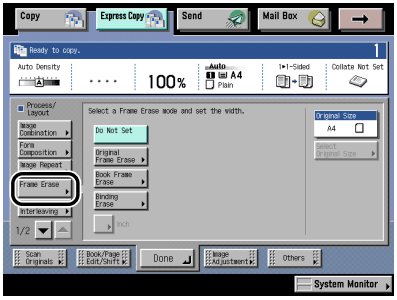
IMPORTANT

The Original Frame Erase mode can not be used with the Entire Image, Paper Insertion (Tab Paper), Image Combination, Booklet, Image Repeat, Mirror Image, Tab Paper Creation, Page Numbering/Copy Set Numbering, or Watermark/Print Date mode.

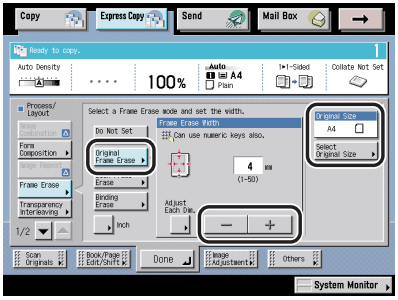
1 Press [Process/Layout].



2 Press [Frame Erase].



3 Press [Original Frame Erase] → select the original size → set the frame width area to erase by pressing [-] or [+].

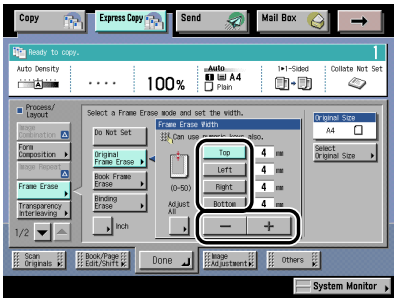


When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and ⓒ.

If you enter the value with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [-] or [+].

The frame area is erased evenly (based on the value you set) around each edge of the original. To set different frame erase width values for the top, right, left, and bottom sides of the original independently, press [Adjust Each Dim.].

If you press [Adjust Each Dim.], select the frame erase values by pressing [-] or [+].



NOTE

- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *For details on how to enter the values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*

4 Press [Done].

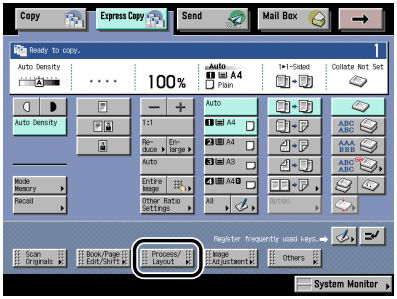
The display returns to the Express Copy Basic Features screen.

Making Copies by Erasing the Book Frame (Book Frame Erase)

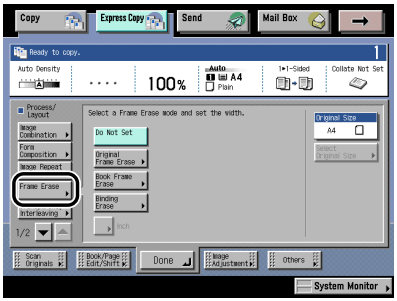
IMPORTANT

The Book Frame Erase mode cannot be used with the Entire Image, Paper Insertion (Tab Paper), Image Combination, Booklet, Image Repeat, Mirror Image, Tab Paper Creation, Page Numbering/Copy Set Numbering, or Watermark/Print Date mode.

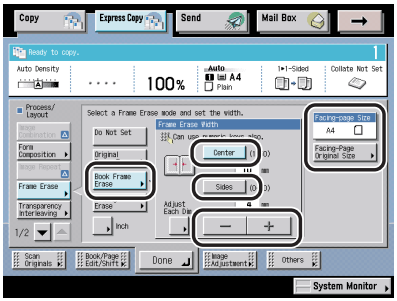
1 Press [Process/Layout].



2 Press [Frame Erase].



3 Press [Book Frame Erase] → select the facing-page original size → press [Center] and [Sides] to set the frame width to erase by using [-] or [+].

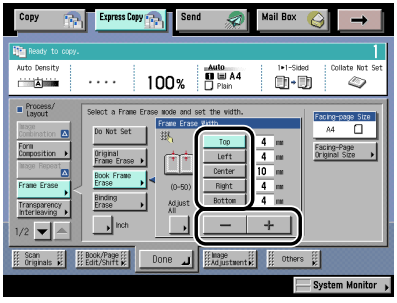


When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and ⓒ.

If you enter the value with ⓪ - ⑨ (numeric keys), you can change the entered value by pressing [-] or [+].

The frame area to be erased is uniformly set for all sides of the original. To set the value independently for all sides of the original, press [Adjust Each Dim.].

If you select [Adjust Each Dim.], press [Top], [Left], [Center], [Right], and [Bottom] to set the frame width to erase by using [-] or [+].



NOTE

- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *For details on how to enter the values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*

4 Press [Done].

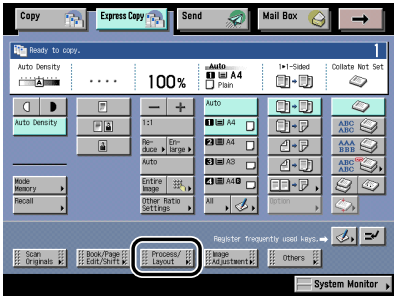
The display returns to the Express Copy Basic Features screen.

Making Copies by Erasing Binding Holes (Binding Erase)

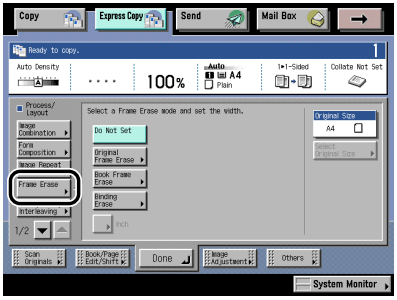
IMPORTANT

- *The Binding Erase mode cannot be used with the Entire Image, Book ▸2-Sided, Two-Page Separation, Paper Insertion (Tab Paper), Booklet, Image Repeat, Mirror Image, Tab Paper Creation, Page Numbering/Copy Set Numbering, or Watermark/Print Date mode.*
- *Do not place originals with binding holes in the feeder, as this may damage the originals.*
- *When using the Binding Erase mode, the borders you do not select are also erased by 4 mm.*

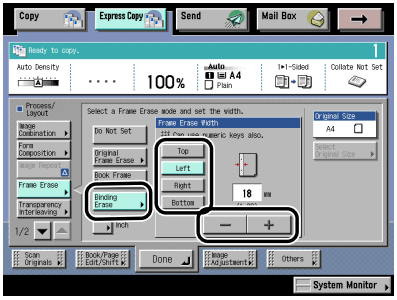
1 Press [Process/Layout].



2 Press [Frame Erase].



3 Press [Binding Erase] → designate the area of the binding holes on the original.



The border is where the binding holes are located on the original, if you visualize the original as being face up.

When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and ⓒ.

If you enter the value with-(numeric keys), you can change the entered value by pressing [-] or [+].

NOTE

- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)*
- *For details on how to enter the values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.*

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

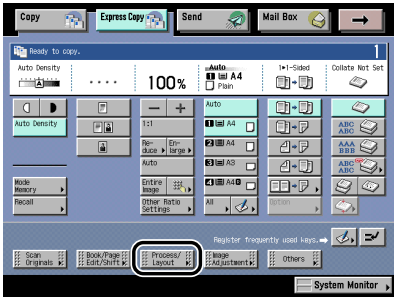
Making Copies with Sheets of Paper Interleaved between Transparencies (Transparency Interleaving)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Transparency Interleaving," on p. 4-38.

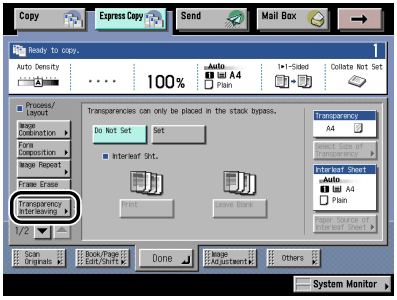
IMPORTANT

- *The Transparency Interleaving mode cannot be used with the Remote or Cascade Copy, Finisher, Two-Sided, Two-page Separation, Front Cover/Back Cover, Paper Insertion, Image Combination, Booklet, Image Repeat, Mirror Image, Form Composition, Tab Paper Creation, Scan Image Check, Page Numbering/Copy Set Numbering, or Watermark/Print Date modes.*
- *Even if your machine is equipped with an optional finisher or Shift Tray-D1, you cannot use any of the Finisher modes with the Transparency Interleaving mode.*
- *Only A4 or A4R is available for the Transparency Interleaving mode.*

1 Press [Process/Layout].

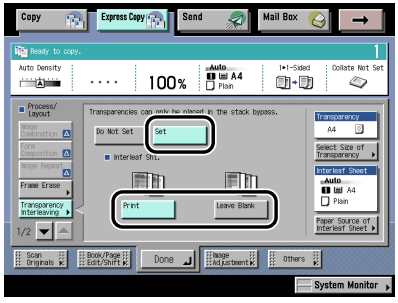


2 Press [Transparency Interleaving].



3 Press [Set] → specify each settings.

- ❑ Press [Select Size of Transparency] → select the transparency size.
- ❑ Decide whether to copy on the interleaf sheet, or leave the interleaf sheet blank.
- ❑ Press [Paper Source of Interleaf Sheet] → select the size of the interleaf sheets.



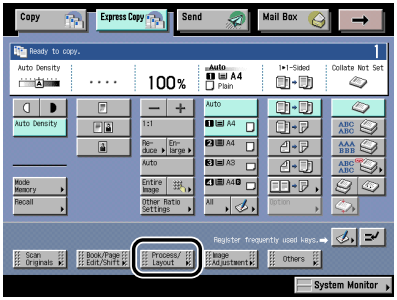
4 Press [Done].

The display returns to the Express Copy Basic Features screen.

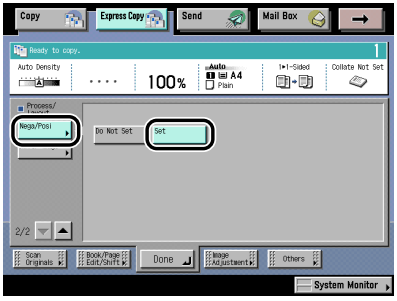
Inverting Original Images (Nega/Posi)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Inverting Images," on p. 4-72.

1 Press [Process/Layout].



2 Press [▼], [Nega/Posi] → [Set] in this order.



3 Press [Done].

The display returns to the Express Copy Basic Features screen.

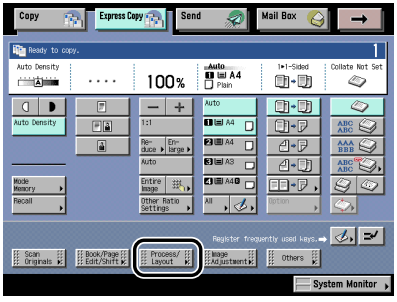
Making Copies with the Original Image Reversed (Mirror Image)

For instructions in Copy Basic Features Screen, see "Mirror Image," on p. 4-78.

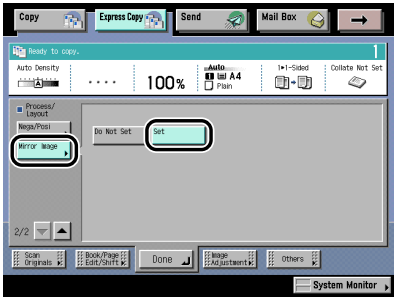
IMPORTANT

The Mirror Image mode cannot be used with the Remote or Cascade Copy, Entire Image, Saddle Stitch (Add Cover), Front Cover/Back Cover, Paper Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Margin, Frame Erase, Image Repeat, Page Numbering/Copy Set Numbering, or Watermark/Print Date mode.

1 Press [Process/Layout].



2 Press [▼] → [Mirror Image] → [Set].

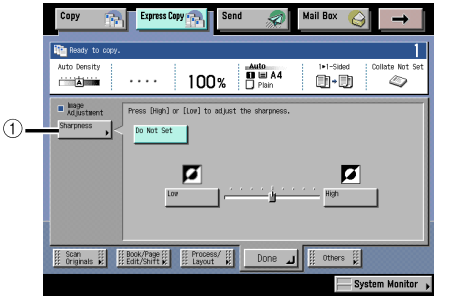


3 Press [Done].

The display returns to the Express Copy Basic Features screen.

Making copies with Sharpness Settings (Image Adjustment)

This section describes the functions that you can use from [Image Adjustment] on the Express Copy Basic Features screen. This screen enables you to make copies of original images with a sharper contrast or a softer contrast with the Sharpness mode, and so on. Press [Image Adjustment] to set these modes.



NOTE

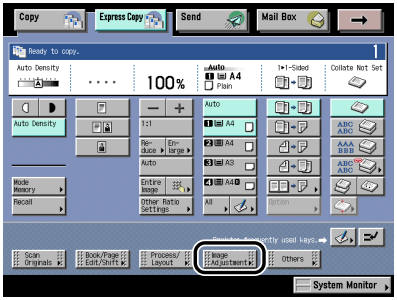
- *To cancel the settings for each function, press [Do Not Set].*
- *Press ◎ to cancel all settings and return the machine to the Standard mode.*

① Making Sharp Contrast Copies (Sharpness)
This mode enables you to make copies of original images with a sharper contrast or a softer contrast. (See "Making Sharp Contrast Copies (Sharpness)," on p. 7-113.)

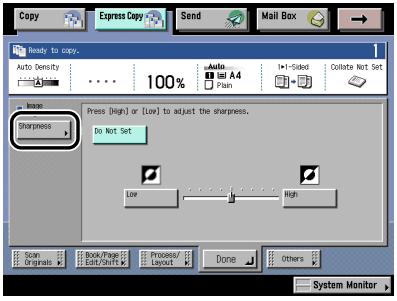
Making Sharp Contrast Copies (Sharpness)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Adjusting the Contrast," on p. 4-79.

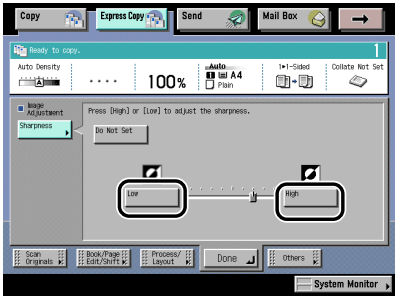
1 Press [Image Adjustment].



2 Press [Sharpness].



3 Adjust the sharpness by pressing [Low] or [High].

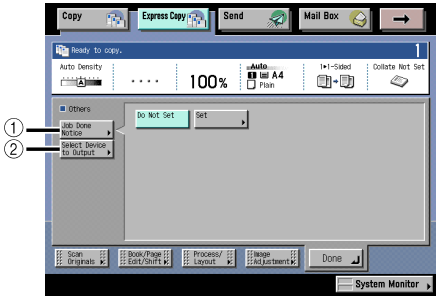


4 Press [Done].

The display returns to the Express Copy Basic Features screen.

Making Copies with Job Done Notice (Others)

This section describes the functions that you can use from [Others] on the Express Copy Basic Features screen. This screen enables you to send notification to a specified e-mail address when a copy job is complete with the Job Done Notice mode, and to select a desired output device for remote and cascade copying. Press [Others] to set these modes.



NOTE

- *To cancel the settings for each function, press [Do Not Set].*
- *Press ◎ to cancel all settings and return the machine to the Standard mode.*

① Job Done Notice
This feature enables you to send a <Job Done> notification to specified e-mail addresses when a copy job is complete. (See "E-mail Notification at the End of a Copy Job (Job Done Notice)," on p. 7-116.)

② Select Device to Output
If a remote copy printer (iR6570/iR5570) is connected to a network, this machine and a remote copy printer can be used for copying. (See "Selecting an Output Device (Select Output Device)," on p. 7-117.)

The Job Done Notice can be set only if the optional Universal Send Kit is activated.

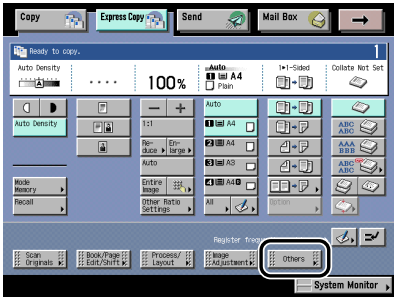
E-mail Notification at the End of a Copy Job (Job Done Notice)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Job Done Notice," on p. 4-69.

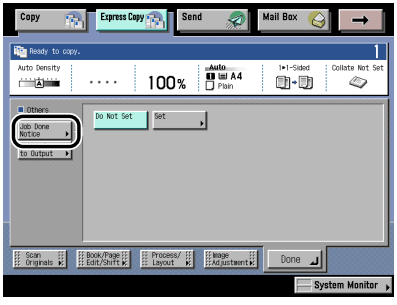
IMPORTANT

To be able to set the Job Done Notice mode, you must first store your e-mail address in the Address Book. (See Chapter 9, "Storing/Editing Address Book Settings," in the Sending Guide.)

1 Press [Others].



2 Press [Job Done Notice].



3 Select the destination to send the Job Done Notice.

If Access Number Management for an Address Book is set to 'On', press [Access Number] → enter the access number to specify the address → press [OK]. If you do not want to specify an access number, press [No Access Number]. (See Chapter 9, "Storing/Editing the Address Book Settings," in the Sending Guide.)

4 Press [Done].

The display returns to the Express Copy Basic Features screen.

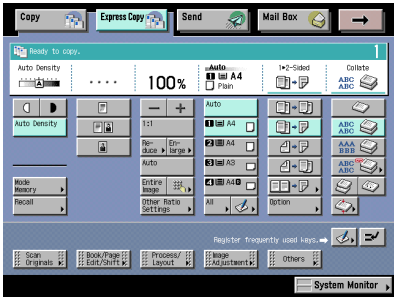
Selecting an Output Device (Select Output Device)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Selecting an Output Device (Select Output Device)," on p. 1-19.

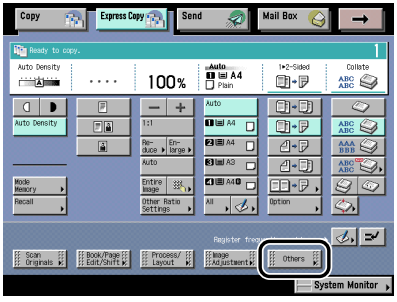
IMPORTANT

- *The Remote or Cascade Copy mode cannot be used with the Rotate Collate, Rotate Group, Saddle Stitch, Shift (No. Key Entry), Divided Booklet, Transparency Interleaving, Mirror Image, Scan Image Check, Interrupt Copy, or Sample Set modes.*
- *If you use the Front Cover/Back Cover or Paper Insertion mode with the Remote or Cascade Copy mode, Auto Orientation is not performed.*
- *The Remote Copy mode cannot be used with the Form Composition mode.*
- *If you use the Form Composition mode with the Cascade Copy mode, it is necessary to assign the same name to the stored image form in both this machine and the remote copy printer beforehand. If the assigned image form name in this machine is not set in the remote copy printer, the job is cancelled. If multiple image forms with the same assigned name are stored in the remote copy printer, different image may be used for Form Composition.*
- *If you power the remote copy printer back ON, you need to refresh the settings of the remote copy printer from the Additional Functions screen. (See "Confirming a Remote Device," on p. 8-21.)*
- *If you connect the machine directly to other remote copy printers by crossover patch cord, you need to configure the Ethernet driver as shown below. (See Chapter 2, "Settings Common to the Network Protocols," in the Network Guide.)*
  - *Auto Detect: Off*
  - *Communication Mode: Full Duplex*
  - *Ethernet Type: 100 Base-TX*

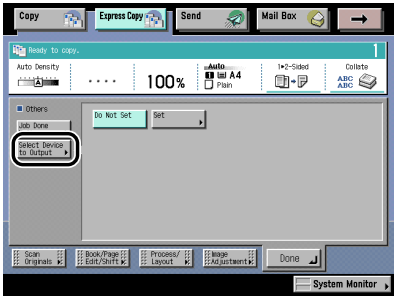
1 **Place your originals, select a copy mode.**



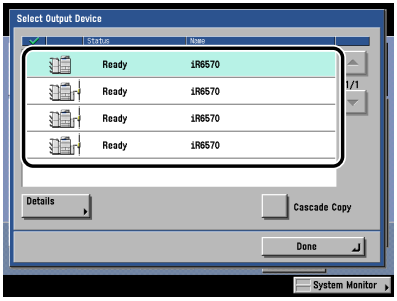
2 **Press [Others].**



3 Press [Select Device to Output].



4 Press [Set] → select the output device.

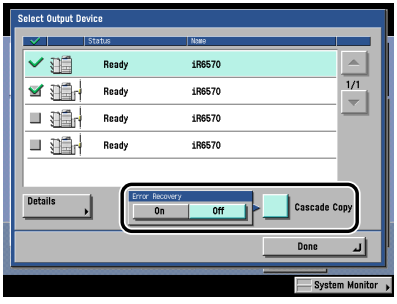


The registered remote copy printer connected to the machine is displayed.

To use the machine for Cascade Copying, press [Cascade Copy] and select whether to execute Error Recovery.

[On]: Assigns the remaining copy job to the normally-operating printer if an error occurs in either this machine or the remote copy printer.

[Off]: Does not assign the remaining copy job to the normally-operating printer if an error occurs in either this machine or the remote copy printer.



If you press [Details], the detailed information for the selected printing destination is displayed.

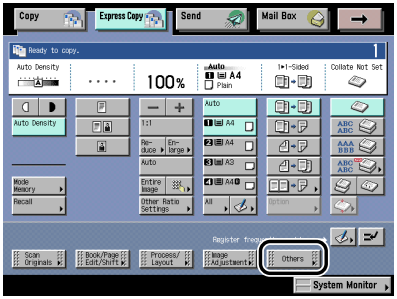
IMPORTANT

Error Recovery activates only if the Finisher mode is set.

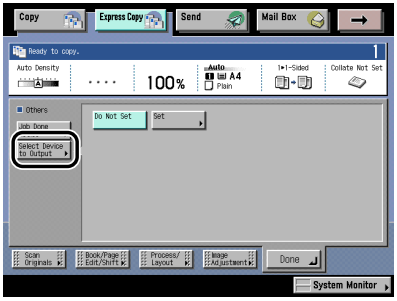
5 Press [Done].

The display returns to the Express Copy Basic Features screen.

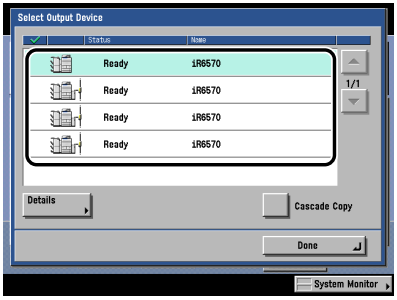
1 **Press [Other].**



2 **Press [Select Device to Output].**



3 Press [Set] → select the output device.

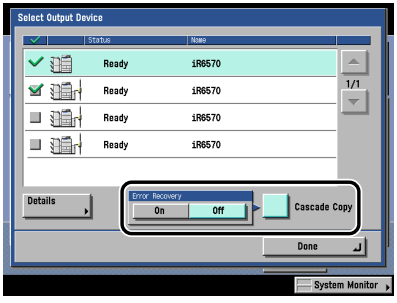


The registered remote copy printer connected to the machine is displayed.

To use the machine for Cascade Copying, press [Cascade Copy] to select whether to execute Error Recovery.

[On]: Assigns the remaining copy job to the normally-operating printer if an error occurs in either this machine or the remote copy printer.

[Off]: Does not assign the remaining copy job to the normally-operating printer if an error occurs in either this machine or the remote copy printer.



If you press [Details], the detailed information for the selected printing destination is displayed.

IMPORTANT

Error Recovery activates only if the Finisher mode is set.

4 **Press [Done].**

The display returns to the Express Copy Basic Features screen.

5 **From the Express Copy Basic Features screen, select the copy settings.**

Customizing Settings

8
CHAPTER

This chapter explains how to change the machine's default settings and customize them to suit your needs.

What Are Additional Functions? 8-2

Customizing Copy Settings 8-5

- Copy Settings Table 8-5
- Setting the Display for the Copy Basic Features Screen 8-6
- Setting the Paper Select Key Size for the Express Copy Basic Features Screen. 8-8
- Setting the Standard Keys for the Regular Copy Basic Features Screen. 8-9
- Setting the Standard Keys for the Express Copy Basic Features Screen. 8-11
- Auto Collate 8-15
- Setting Image Orientation Priority. 8-15
- Auto Orientation 8-16
- Setting the Photo Mode for the Copying Function 8-17
- Changing the Current Standard Settings 8-17
- Specifying the Remote Copy Printer Settings. 8-19
- Setting the Remote Device Transmission Timeout 8-24
- Restoring the Default Copy Settings. 8-25

Customizing Mail Box Settings 8-26

- Mail Box Settings Table. 8-26
- Setting/Storing a User Inbox. 8-27
- Initializing a User Inbox. 8-29
- Setting the Photo Mode for the Mail Box Function 8-30
- Standard Scan Settings 8-31
- Setting/Storing a Confidential Fax Inbox. 8-33
- Initializing a Confidential Fax Inbox 8-35

What Are Additional Functions?

Additional Functions enable you to customize the machine's various settings.

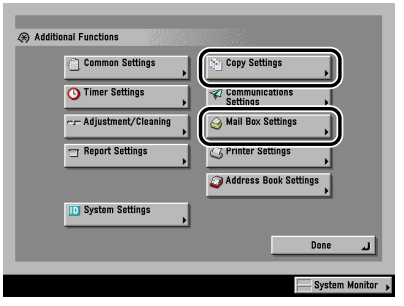
NOTE

Settings specified from the Additional Functions screen are never changed when you press ◎.

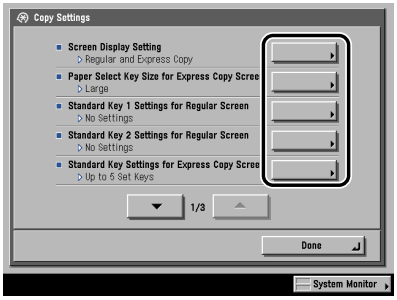
1 Press ◎.

The Additional Functions screen is displayed.

2 Select an Additional Functions setting.



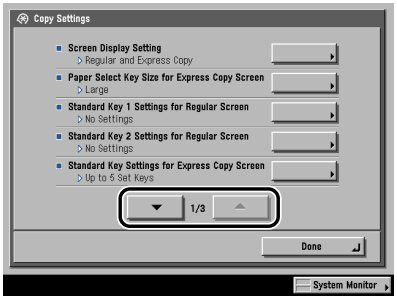
3 Press a mode key to specify its settings.



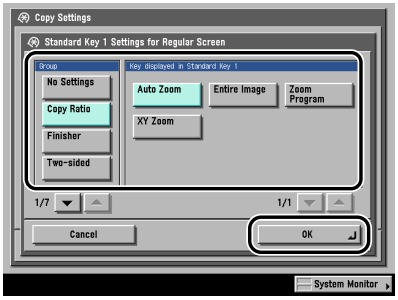
For an overview of all the settings you can change from the Additional Functions screen, see "Copy Settings Table," on p. 8-5 and "Mail Box Settings Table," on p. 8-26.

NOTE

The Copy Settings screen consist of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.



4 Specify the desired mode → press [OK].



The selected mode is set.

5 Press [Done] repeatedly until the Basic Features screen appears.

Customizing Copy Settings

Copy Settings Table

The following items can be stored or set in Copy Settings from the Additional Functions screen.

Additional Functions	Available Settings	Delivered	Applicable Page
Screen Display Setting	Regular Copy Only*/Regular and Express Copy/Express Copy Only Regular Copy Screen Priority: ON/OFF*	No	p. 8-6
Paper Select Key Size for Express Copy Screen	Large*: Four paper sources maximum (Stack Bypass, Stack Bypass Settings, 1: Paper Drawer 1, 2: Paper Drawer 2, 3: Paper Drawer 3, 4: Paper Drawer 4, 5: Paper Deck-V1), Small	No	p. 8-8
Standard Key 1/2 Settings for the Regular Copy Screen	All modes (No settings*)	No	p. 8-9
Standard Key Settings for the Express Copy Screen	The number of the displayed Standard Keys: Up to 5 Set Keys*/Up to 10 Set Keys All modes (No settings*)	No	p. 8-11
Auto Collate**	On*/Off	Yes	p. 8-15
Image Orientation Priority	On/Off*	Yes	p. 8-15
Auto Orientation	On*/Off	Yes	p. 8-16
Photo Mode	On/Off*	Yes	p. 8-17
Standard Settings	Store, Initialize	No	p. 8-17
Register Remote Device	Store (Max 7 printers), Details, Erase, Move To Top	No	p. 8-21
Remote Device Transmission Timeout	5 to 30 seconds, 30 seconds*	Yes	p. 8-23
Initialize Copy Settings	Initialize	No	p. 8-25

An asterisk (*) indicates the default setting.

Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

NOTE

- *For instructions on setting the modes not described in this manual, refer to the other manuals listed in the front of this Copying and Mail Box Guide. (See "Manuals for the Machine," on p. ii.)*
- *The Copy Settings screen consists of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.*
- *Information that is delivered when the Device Information Delivery Settings mode is set, is marked with a "Yes" in the "Delivered" column.*

Setting the Display for the Copy Basic Features Screen

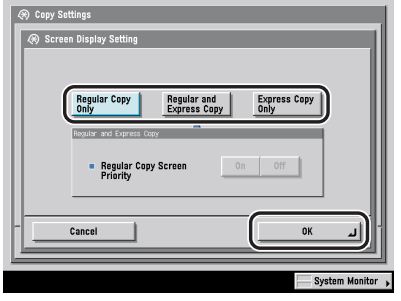
You can select which Copy Basic Features screen to display when turn the main power ON. You can display the Regular Copy Basic Features screen, the Express Copy Basic Features screen, or both.

NOTE

The default setting is 'Regular Copy Only'.

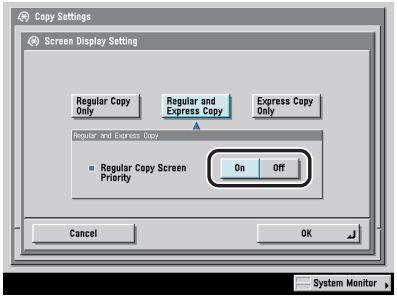
1 **Press ⚙ → [Copy Settings] → [Screen Display Setting].**

2 **Press [Regular Copy Only], [Regular and Express Copy] or [Express Copy Only] → press [OK].**



● **If you select [Regular and Express Copy]:**

❑ Select [ON] or [OFF] for the Regular Copy Screen Priority.



Details of each item are shown below.

[ON]: When the main power switch is turned ON, the Regular Copy Basic Features screen is displayed. Press [Express Copy] to display the Express Copy Basic Features screen.

[OFF] When the main power switch is turned ON, the Express Copy Basic Features screen is displayed.

The selected mode is set.

3 Press [Done] repeatedly until the Regular or Express Copy Basic Features screen appears.

Setting the Paper Select Key Size for the Express Copy Basic Features Screen

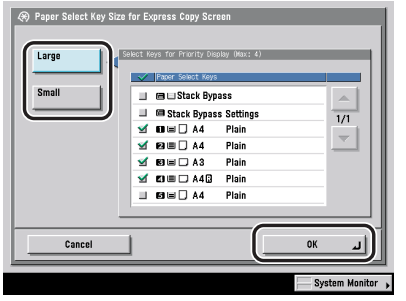
This feature enables you to set the order and number of paper sources and paper drawers to display for the paper select keys on the Express Copy Basic Features screen.

NOTE

The default setting is 'Large (Paper Drawer 1/Paper Drawer 2/Paper Drawer 3/Paper Drawer 4) '.

1 Press → [Copy Settings] → [Paper Select Key Size for Express Copy Screen].

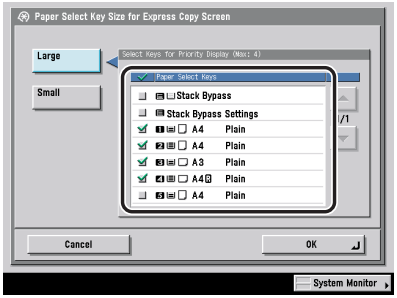
2 Select [Large] or [Small] → press [OK].



If you want to display all the paper drawers, press [Small].

● **If you select [Large]:**

❑ Select the keys to display first.



You can select up to four paper sources.

The selected mode is set.

3 **Press [Done] repeatedly until the Express Copy Basic Features Screen appears.**

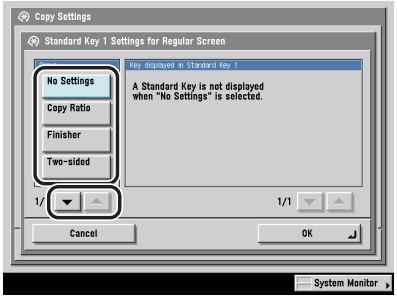
Setting the Standard Keys for the Regular Copy Basic Features Screen

This feature is useful when you want to store frequently-used copy functions on the Regular Copy Basic Features screen.

You can store up to two Standard Keys in addition to the Copy Ratio, Finisher, and Two-Sided Mode keys on the Regular Copy Basic Features screen, the Special Features screen, and the memory keys containing stored copy settings in Mode Memory.

1 **Press → [Copy Settings] → [Standard Key 1 Settings for Regular Screen].**

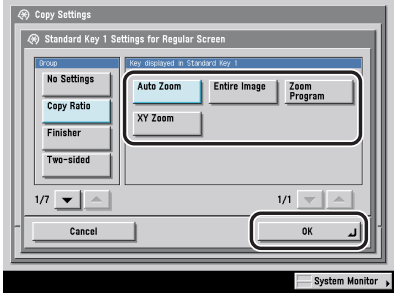
2 Display the group of functions to be stored as Standard Keys by pressing [▼] or [▲] → select the desired function.



NOTE

To cancel the Standard Key setting already stored, press [No Settings].

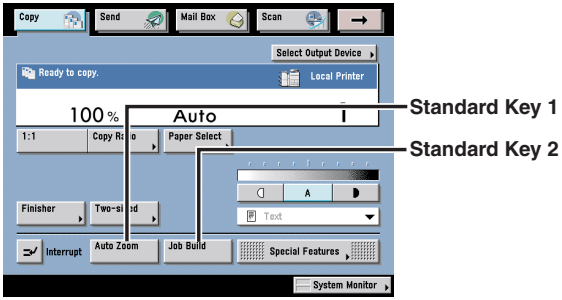
3 Select the desired mode to be stored as a Standard Key → press [OK].



The selected mode is set.

4 **Press [Done] repeatedly until the Regular Copy Basic Features screen appears.**

Example: The stored Standard Keys appear on the Regular Copy Basic Features screen as shown below.

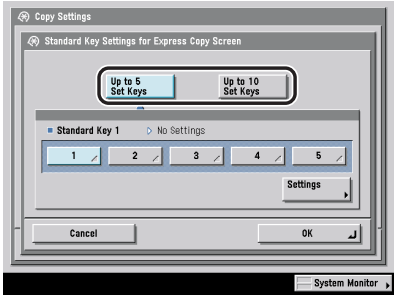


Setting the Standard Keys for the Express Copy Basic Features Screen

This feature is useful when you want to store frequently-used copy functions on the Express Copy Basic Features screen.

1 **Press ◎ → [Copy Settings] → [Standard Key Setting for Express Copy Screen].**

2 Select the number of Standard Keys that are displayed on the Express Copy Basic Features screen.

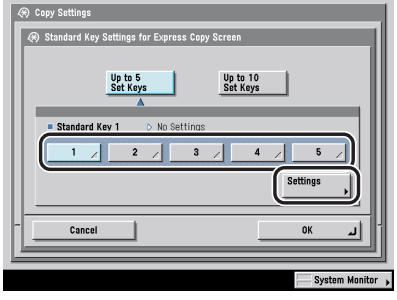


Details of each item are shown below.

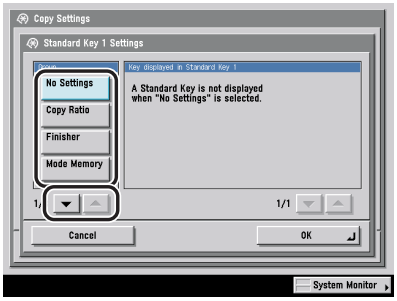
[Up to 5 Set Keys]: Displays a maximum of 5 Standard Keys.

[Up to 10 Set Keys]: Displays a maximum of 10 Standard Keys.

3 Select the Standard Key to register → press [Settings].



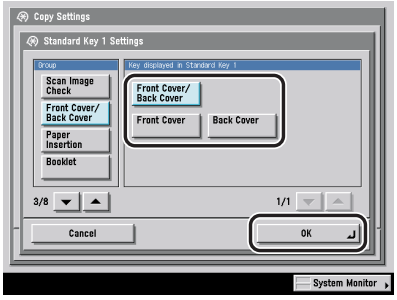
4 Display the group of functions to be stored as Standard Keys by pressing [▼] or [▲] → select the desired function.



NOTE

To cancel the Standard Key setting already stored, and press [No Settings].

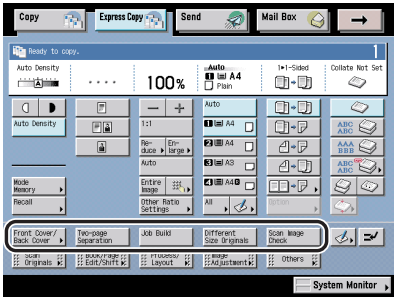
5 Select the desired mode to be stored as a Standard Key → press [OK].



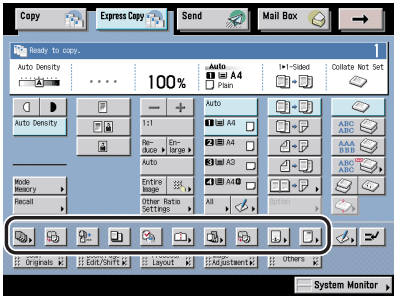
The selected mode is set.

6 Press [Done] repeatedly until the Express Copy Basic Features screen appears.

The five stored Standard Keys are displayed as shown below.



The ten stored Standard Keys are displayed as shown below.



Auto Collate

If Auto Collate is set to 'On', the machine automatically sets the Collate (Offset Collate) mode when originals are placed in the feeder. This is useful when making multiple sets of copies, because you do not need to remember to select the Finisher mode.

NOTE

- *If Auto Collate is set to 'On' and an optional finisher is attached, the Offset Collate mode is set. However, if no finisher is attached, the Collate mode is set instead.*
- *The default setting is 'On'.*

1 **Press → [Copy Settings] → [Auto Collate].**

2 **Select [On] or [Off] → press [OK].**

The selected mode is set.

Setting Image Orientation Priority

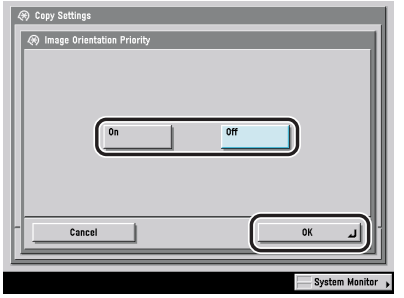
The orientation of the image may be printed conversely depending on the copy mode set. With this function, you can set whether to copy the image in the same direction as the original.

NOTE

- *When the Image Orientation Priority is set to 'On', the copies will take longer to process than normal.*
- *The default setting is 'Off'.*

1 **Press → [Copy Settings] → [▼] → [Image Orientation Priority].**

2 **Select [On] or [Off] → press [OK].**



The selected mode is set.

3 **Press [Done] repeatedly until the Regular or Express Copy Basic Features screen appears.**

Auto Orientation

If Auto Orientation is set to 'On', the machine uses information, such as the size of the original and the zoom ratio, to determine the most suitable orientation for the specified paper size and automatically rotates the image, if necessary.

NOTE

The default setting is 'On'.

1 **Press ◎ → [Copy Settings] → [Auto Orientation].**

2 **Select [On] or [Off] → press [OK].**

The selected mode is set.

NOTE

- *If A4 or A5 originals are enlarged onto A3 copy paper, Auto Orientation is not performed even if you select [On].*
- *Only the images of standard size originals, up to A4 paper, can be rotated when the copy ratio is set to 100%.*
- *If Automatic Paper Selection is set and the most suitable paper size is not available, the paper source that is loaded with paper of the same size, even if the orientation is different, is displayed as the optimal paper to use.*

Setting the Photo Mode for the Copying Function

You can set whether or not to use the Photo mode for the Copying function. When Photo Mode is set to 'On', you can select [Printed Image] or [Photo] from the Original Type drop-down list on the Regular Copy Basic Features screen or directly from the Express Copy Basic Features screen.

NOTE

The default setting is 'Off'.

1 Press → [Copy Settings] → [Photo Mode].

2 Select [On] or [Off] → press [OK].

The selected mode is set.

Changing the Current Standard Settings

The Standard Settings refers to a combination of copy modes that the machine automatically returns after the power is turned ON, or when is pressed.

The Standard Settings can be changed to suit your needs, or restored to their default settings.

IMPORTANT

Even if a remote copy printer is stored in Standard Settings, if the main power of this machine or the remote copy printer is turned OFF and ON again, the stored settings change to Local Printer. To use the stored remote copy printer as the Standard Setting, it is necessary to register the Standard Settings again.

NOTE

The default settings are:

- *Copy Quantity: 1*
- *Paper Selection: Auto*
- *Copy Exposure/Original Type: Auto*
- *Copy Ratio: 1:1*
- *Copy:1 ▶ 1-Sided Copy*

Storing New Standard Settings

You can store your own copy settings as the Standard Settings.

To store your own standard settings, specify the desired settings on the Regular or Express Copy Basic Features screen and/or the Special Features screen, and then follow the procedure below.

---

1 **Press ◎ → [Copy Settings] → [Standard Settings].**

2 **Press [Store].**

3 **Press [Yes].**

To cancel storing the currently displayed settings as the Standard Settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The displayed settings are stored as the Standard Settings.

NOTE

The settings displayed are the currently set copy settings. Press [▼] or [▲] to display any copy settings that do not fit into the display area.

4 **Press [Done].**

Initializing Standard Settings

You can restore the Standard Settings to their default settings.

1 **Press ⊛ → [Copy Settings] → [Standard Settings].**

2 **Press [Initialize].**

3 **Verify the settings → press [Yes].**

To cancel initializing the Standard Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The Standard Settings are initialized.

4 **Press [Done].**

Specifying the Remote Copy Printer Settings

Details on printer names and IP addresses for remote copy printers can be confirmed, added, or deleted. You can set up to seven remote copy printers on this machine.

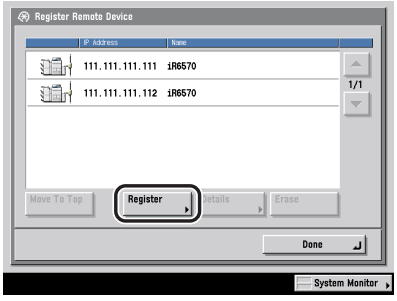
NOTE

If you set Department IDs and Passwords for the registered remote copy printers, make sure their settings are the same as this machine. (See Chapter 6, "System Manager Settings," in the Reference Guide.)

Registering a Remote Copy Printer

1 **Press ⓐ → [Copy Settings] → [▼] → [Register Remote Device].**

2 **Press [Register].**

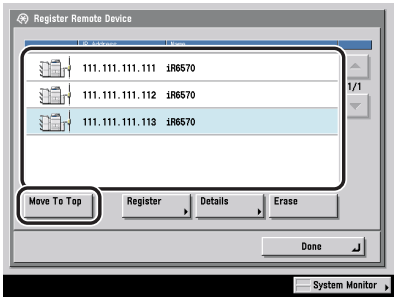


3 **Input the IP address of the remote copy printer that you wish to store by using ⓪ - ⑨ (numeric keys) → press [OK].**

NOTE

- *If you make a mistake when entering values, press [◄], [►], or [Backspace], and input the correct values.*
- *You can also erase all the values you have entered by pressing ⓒ.*

4 **To move the remote copy printer you are registering to the top of the list box, select the printer in the list box → press [Move To Top].**



The information about the selected remote copy printer will be displayed at the top of the list box.

NOTE

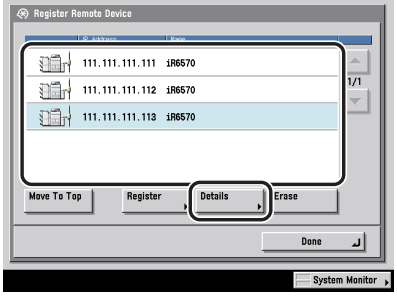
When you set the Remote or Cascade Copy mode, you cannot select [Move To Top].

5 **Press [Done] repeatedly until the Regular or Express Copy Basic Features screen appears.**

Confirming a Remote Device

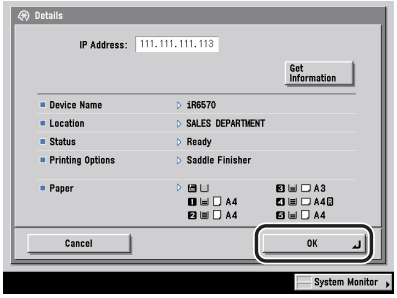
1 **Press ◎ → [Copy Settings] → [▼] → [Register Remote Device].**

2 **Select the Remote Copy Printer to be checked → press [Details].**

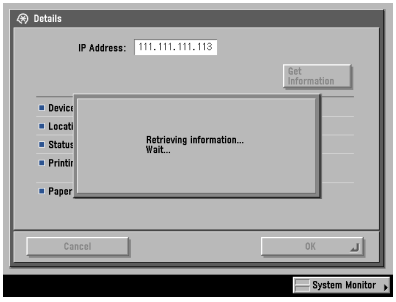


If the desired remote copy printer is not displayed, press [▼] and [▲] to scroll to the desired remote copy printer.

3 Confirm the information → press [OK].



If you power the remote copy printer back ON, you need to refresh the information of the remote copy printer by pressing [Get Information].

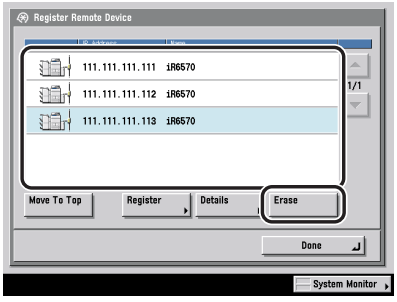


4 Press [Done] repeatedly until the Regular or Express Copy Basic Features screen appears.

Deleting a Remote Device

1 **Press ⊛ → [Copy Settings] → [▼] → [Register Remote Device].**

2 **Select the remote copy printer that you want to delete → press [Erase].**

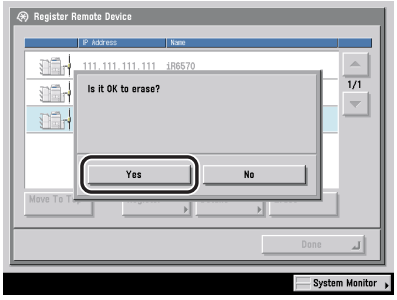


If the desired remote copy printer is not displayed, press [▼] and [▲] to scroll to the desired remote copy printer.

NOTE

When you set the Remote or Cascade Copy mode, the remote copy printer cannot be deleted.

3 **Press [Yes].**



If you press [No], the remote copy printer is not erased.

The message <Erased.> appears for approximately two seconds on the touch panel display.

4 **Press [Done] repeatedly until the Regular or Express Copy Basic Features screen appears.**

Setting the Remote Device Transmission Timeout

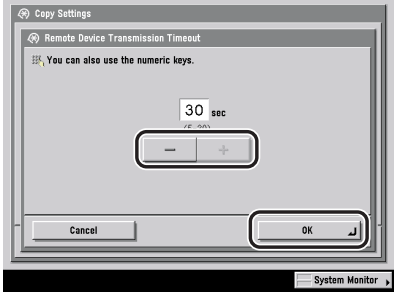
A remote copy job is cancelled if there is no response from the remote copy printer within a given time. Select a timeout setting from 5 to 30 seconds in 1-second increments.

NOTE

- *Jobs that reach the timeout limit (without arriving at the remote copy printer) are deleted.*
- *The default timeout setting is '30 seconds'.*

1 **Press ◎ → [Copy Settings] → [▼] → [Remote Device Transmission Timeout].**

2 **Use [-] and [+] to set the Remote Device Transmission Timeout → press [OK].**



You can also enter values using ⓪ - ⑨ (numeric keys).

The selected mode is set.

3 **Press [Done] repeatedly until the Regular or Express Copy Basic Features screen appears.**

Restoring the Default Copy Settings

Modes that have been changed in Copy Settings (from the Additional Functions screen) can be restored to their default settings. (See "Copy Settings Table," on p. 8-5.)

NOTE

- *When the Copy Settings of this machine are initialized, the settings stored in the other remote copy printers are also initialized.*
- *If a remote copy printer is printing or selected as a printing destination, you cannot initialize the Copy Settings of this machine.*

1 **Press ◎ → [Copy Settings] → [Initialize Copy Settings].**

2 **Press [Yes].**

To cancel initializing the Copy Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The Copy Settings are initialized.

Customizing Mail Box Settings

Mail Box Settings Table

The following items can be set or stored in Mail Box Settings from the Additional Functions screen.

Item	Settings	Delivered	Applicable Page
User Inbox Settings	Inbox Number: 00 to 99 Store Inbox Name: 24 characters maximum Password***: Seven digit number Doc. Auto Erase: 1, 2, 3, 6, 12 hours; 1, 2, 3*, 7, 30 days; 0 (no limit) URL Send Settings Initialize***	Yes	p. 8-27
Photo Mode	On, Off*	Yes	p. 8-30
Standard Scan Settings	Store, Initialize	No	p. 8-31
Confidential Fax Inboxes Settings**	Inbox Number: 00 to 49 Store Inbox Name: 24 characters maximum Password***: Seven digit number URL Send Settings Initialize***	Yes	p. 8-33

An asterisk (*) indicates the default setting.

Two asterisks (**) indicate items that appear only when the appropriate optional equipment is attached.

Three asterisks (***) indicate items that are not delivered as device information.

NOTE

- *For instructions on how to set the modes or settings not described in this manual, refer to the other manuals that come with this machine. See "Manuals for the Machine," on p. ii.*
- *For instructions on setting the Memory RX Inbox, see Chapter 10, "System Manager Settings," in the Sending Guide.*
- *Information that is delivered when the Device Information Delivery Settings mode is set, is marked with a "Yes" in the "Delivered" column. However, device information cannot be delivered if the System Manager ID and System Password registered in the client machine are different from the System Manager ID and System Password registered in the host machine.*

Setting/Storing a User Inbox

You can set and store a name and password for a User Inbox, as well as specify the time that has to elapse before the documents in that inbox are automatically erased.

NOTE

- *You can create up to 100 User Inboxes.*
- *The numbers for User Inboxes are 00 to 99.*
- *Setting a name for a User Inbox is optional.*
- *Setting a password for a User Inbox is optional.*

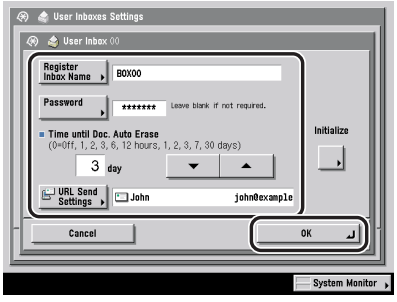
1 Press ⓐ → [Mail Box Settings] → [User Inboxes Settings].

2 Select the desired User Inbox number.

If you enter User Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you select a User Inbox set with a password, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

3 Specify each settings → press [OK].



[Register Inbox Name]:

Press [Register Inbox Name] → enter a new name → press [OK]. The maximum number of characters that you can enter for the inbox name is 24.

<Password>:

Press [Password], and enter the password for the User Inbox using 0 - 9 (numeric keys) in seven digits or less. Press [Confirm], enter the same password, and press [OK]. You can leave the password blank. You cannot store a password with only zeros as the number, such as <000000>.

<Time Unit Doc. Auto Erase>:

Press [▼] or [▲] to set the time that has to elapse before documents in the selected User Inbox are automatically erased.

[URL Send Settings]:

If you set the machine to notify the URL of the User Inbox in which the document is stored by e-mail, you can confirm the document using the Remote UI. To notify the URL by e-mail, press [URL Send Settings] → select the destination → press [OK].

The selected mode is set.

IMPORTANT

Since there is no way to check a stored password, make sure that you write down the password that you enter, and keep it in a safe place.

NOTE

- *For instructions on entering characters, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *The default setting for the time it takes for documents to be automatically deleted is '3' days.*
- *If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (********). (See Chapter 6, "System Manager Settings," in the Reference Guide.)*

4 Press [Done].

Initializing a User Inbox

You can restore a stored User Inbox name, password, and the document automatic erase time to their default settings.

IMPORTANT

You cannot initialize a User Inbox if there are documents still remaining in it.

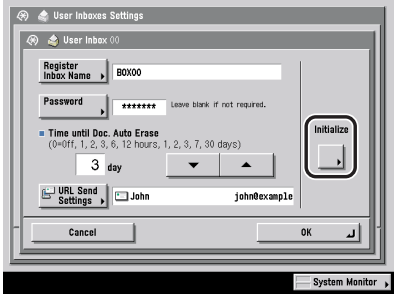
1 Press ⓐ → [Mail Box Settings] → [User Inboxes Settings].

2 Select the User Inbox that you want to initialize.

If you enter User Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you select a User Inbox set with a password, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

3 Press [Initialize].



4 **Press [Yes].**

To cancel initializing the selected User Inbox, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The selected User Inbox is initialized

5 **Press [Done].**

Setting the Photo Mode for the Mail Box Function

You can select whether or not to use the Photo mode for the Mail Box function. When Photo Mode is set to 'On', you can select [Printed Image] or [Photo] from the Original Type drop-down list on the Scan screen for scanning and storing documents in a user inbox.

NOTE

The default setting is 'Off'.

1 **Press → [Mail Box Settings] → [Photo Mode].**

2 **Select [On] or [Off] → press [OK].**

The selected mode is set.

3 **Press [Done].**

Standard Scan Settings

The Standard Scan Settings refer to a combination of scan settings that the machine automatically returns to after the power is turned ON, or when ◎ is pressed.

The Standard Scan Settings can be changed to suit your needs, or restored to their default settings.

NOTE

The default settings are:

- *Document Size: Auto*
- *Record Size: Auto*
- *Exposure/Original Type: Auto*
- *Copy Ratio: 1:1 (100%)*

Storing the Standard Scan Settings

You can store your own scan settings as the Standard Scan Settings.

To store your own standard scan settings, specify the desired settings on the Scan screen, then follow the procedure below. (See "Storing Originals into an Inbox," on p. 2-13.)

1 **Press ◎ → [Mail Box Settings] → [Standard Scan Settings].**

2 **Press [Store].**

3 **Press [Yes].**

To cancel storing the currently displayed settings as the Standard Scan Settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The displayed settings are stored as the Standard Scan Settings.

NOTE

The settings displayed are the currently set scan settings. Press [▼] or [▲] to display any scan settings that do not fit into the display area.

4 **Press [Done].**

Initializing the Standard Scan Settings

You can restore the Standard Scan Settings to their default settings.

---

1 **Press → [Mail Box Settings] → [Standard Scan Settings].**

2 **Press [Initialize].**

3 **Verify the settings → press [Yes].**

To cancel initializing the Standard Scan Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The Standard Scan Settings are initialized.

4 **Press [Done].**

Setting/Storing a Confidential Fax Inbox

You can set and store a name and password for any Confidential Fax Inbox.

NOTE

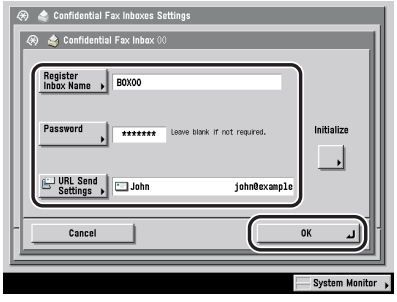
- *[Confidential Fax Inboxes Settings] appears only if the Universal Send Kit is activated.*
- *You can create up to 50 Confidential Fax Inboxes.*
- *The numbers for Confidential Fax Inboxes are 00 to 49.*
- *Setting a name for a Confidential Fax Inbox is optional.*
- *Setting a password for a Confidential Fax Inbox is optional.*

1 Press → [Mail Box Settings] → [Confidential Fax Inboxes Settings].

2 Press the desired Confidential Fax Inbox number.

If you enter Confidential Fax Inbox number using 0 - 9 (numeric keys), make sure to enter a two digit number → press [OK].

3 Specify each settings → press [OK].



[Register Inbox Name]:

Press [Register Inbox Name] → enter a name → press [OK]. The maximum number of characters that you can use for the Confidential Fax Inbox name is 24.

<Password>:

Press [Password], and enter the password for the Confidential Fax Inbox using 0 - 9 (numeric keys) in seven digits or less. Press [Confirm], enter the same password, and press [OK]. You can leave the password blank. You cannot store a password with only zeros as the number, such as <000000>.

[URL Send Settings]:

To notify the URL by e-mail, press [URL Send Settings] → select the destination → press [OK].

The selected mode is set.

IMPORTANT

Since there is no way to check a stored password, make sure that you write down the password that you enter, and keep it in a safe place.

NOTE

- *For instructions on entering characters, see Chapter 2, "Basic Operations," in the Reference Guide.*
- *If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (********). (See Chapter 6, "System Manager Settings," in the Reference Guide.)*

4 Press [Done].

Initializing a Confidential Fax Inbox

You can restore a stored Confidential Fax Inbox name and password to their default settings.

NOTE

- *[Confidential Fax Inboxes Settings] appears only if the Universal Send Kit is activated.*
- *You cannot initialize a Confidential Fax Inbox if there are documents still remaining in it.*

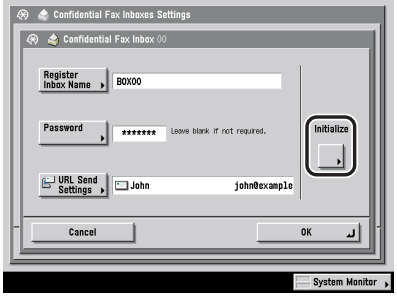
1 **Press ◎ → [Mail Box Settings] → [Confidential Fax Inboxes Settings].**

2 **Select the Confidential Fax Inbox that you want to initialize.**

If you entering Confidential Fax Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you select a Confidential Fax Inbox set with a password, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

3 **Press [Initialize].**



4 **Press [Yes].**

To cancel initializing the selected Confidential Fax Inbox, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The selected Confidential Fax Inbox is initialized.

5 **Press [Done].**

9 CHAPTER

Appendix

This chapter provides the index.

Index 9-2

Index

Numerics

1:1, 3-9, 7-10
1 to 2-Sided, 3-52, 7-22
2 on 1, 4-41, 4-44, 7-96
2-Sided Original, 3-65
2 to 1-Sided, 3-59, 7-24
2 to 2-Sided, 3-57, 7-23
4 on 1, 4-42, 4-44, 7-96
8 on 1, 4-42, 4-44, 7-96

A

Add Cover, 4-30, 7-34
Adjusting the contrast
  High, 4-80, 7-114
  Low, 4-79, 7-114
Arranging Documents Stored in an inbox, 2-61
Auto Collate, 8-15
Automatic exposure adjustment, 3-6
Auto Orientation, 8-16
Auto XY Zoom, 3-26, 7-17
Auto Zoom, 3-14, 7-13

B

Back cover copy, 4-11, 7-61
Back cover print, 4-23
Binding Erase, 4-60, 7-106
Blueprints, 4-80
Book Frame Erase
  Adjust At All Once, 4-59, 7-104
  Adjust Each Dim., 4-59, 7-104
Booklet, 4-27, 7-66
Booklet layout size, 4-37
Booklet Scanning, 4-36
Book to 2-Sided
  Front/back two sided, 3-62, 7-25
  Left/right two sided, 3-61, 7-25
Book Type, 3-56

C

Canceling a Job
  Using the stop key, 2-39
  Using the System Monitor Screen, 2-40
  Using the touch panel display, 2-38, 2-39
  While printing, 2-39
  While scanning, 2-38
Cascade Copy, 1-19, 7-117
Center/Corner Shift, 4-47, 7-85
Change Print Setting Screen, 2-8
Changing the name of a document, 2-61
Chapter Page, 4-12, 7-60
Checking a document's detailed information, 2-63
Checking an Image in a Document (View Page), 2-68
Collate, 3-32, 3-33, 3-36, 7-26
Confidential Fax Inboxes, 2-5, 6-7
Confirming selected settings, 1-56
Copy Basic Features Screen, 1-3
Copying with different XY copy ratio, 3-19, 3-22, 7-16
Copying with the same XY copy ratio, 3-18, 3-19, 7-16
Copy Ratio
  Auto XY Zoom, 3-14, 7-18
  Entire Image, 3-17, 7-14
  Preset Zoom, 3-9, 7-11
  Zoom by percentage, 3-12, 7-10
  Zoom Programme, 3-18, 7-15
Copy Set Numbering, 4-85, 7-75
Copy settings table, 8-5
Cover/Job Separator
  Back Cover, 4-23
  Front Cover, 4-22
  Job Separator, 4-23
Cover/Sheet Insertion
  Back Cover, 4-11, 7-61
  Chapter Page, 4-12, 7-63
  Front Cover, 4-11, 7-61
  Sheet Insertion, 4-12, 7-63
Current standard settings, changing , 8-17

D

Different Size Originals, 4-63, 7-55
Divided Booklet, 4-28, 7-69
Document Name, changing , 2-61
Document Selection Screen, 2-5
Duplicating a document, 2-65

E

Enlargement ratio, 3-10, 7-11
Entire Image
  Copy ratio, 3-17, 7-14
Erase Document After Printing, 2-29
Erasing a document, 2-64
Erasing part of a document, 2-75
Exposure adjustment
  Automatic, 3-6, 7-8
  During copying, 3-8
  During printing, 3-8
  Exposure adjustment during printing, 3-8

F

Finisher modes
  Collate, 3-32, 7-26
  Group, 3-32, 7-29
  No finisher mode, 3-34
  Offset, 3-35, 7-26
  Rotate, 3-35
  Saddle Stitch, 3-33, 7-33
  Staple, 3-33, 7-32
Flow of copy operations, 1-11
Flow of mail box operations, 2-13
Form Composition, 4-81, 7-97
Frame Erase
  Binding Erase, 4-60, 7-106
  Book Frame Erase, 4-57, 7-104
  Original Frame Erase, 4-54, 7-101
Front Cover/Back Cover, 7-60
Front Cover Copy, 4-11, 7-61
Front Cover Print, 4-22

G

Group, 3-32, 3-41, 7-29

I

I-Fax Memory Lock, 6-5
Image Combination
  2 on 1, 4-41, 7-95
  4 on 1, 4-42, 7-95
  8 on 1, 4-42, 7-95
Image Orientation Priority, 8-15
Image Repeat, 4-73, 7-99
  Automatic setting, 4-73, 4-75
  Manual setting, 4-74, 4-75
Inbox Selection Screen, 2-4
Initialize Copy Settings, 8-19
Initializing a Confidential Fax Inbox, 8-35
Initializing a User Inbox, 8-29
Initializing the Standard Scan settings, 8-32
Inserting a document into another, 2-72
Interrupting copy/print jobs, 1-17, 1-51, 7-39
Inverting images, 4-72, 7-110

J

Job Build, 4-64, 7-54
Job Done Notice, 4-69, 7-116
Job separator, 4-22, 4-23

M

Mail Box function, 2-2
Mail Box settings table, 8-26
Making scanning with different XY zoom ratio, 3-22
Making scanning with the same XY zoom ratio, 3-19
Manual exposure adjustment, 3-2, 7-8
Margin, 7-88
Margin mode, 4-51
Memory Key
  Erasing, 5-8, 7-49
  Naming, 5-4, 7-47
  Recalling, 5-7, 7-48
  Storing, 7-43
Memory RX Inbox, 2-4, 6-2, 6-4
Memory RX inbox function, 6-3
Merge Document, 3-67
Mirror Image, 4-78, 7-111
Mode Memory, 5-4, 7-43
Moving a document, 2-65

N

Nega/Posi, 4-72, 7-110
Numeric keys, 1-15

O

Offset, 3-35, 7-26
Original Frame Erase, 4-54
  Adjust All At Once, 4-56, 7-101
  Adjust Each Dim., 4-56, 7-101
Original type drop-down list, 3-4
Original type selection, 3-3, 3-4
Overview, 1-2

P

Page Numbering, 4-85, 7-71
Paper Insertion, 7-60
Paper selection, 2-31, 7-19
  Auto, 2-32, 7-19
  Irregular size, 2-36
  Manual, 2-33, 7-19
Paper select key size for Express Copy Basic Features Screen, 8-8
Password, 1-12
Photo mode, 3-4, 7-9, 8-17, 8-30
Preset zoom, 3-9, 7-11
  Enlargement, 3-9
  Reduction, 3-9
Print Date, 4-93, 7-81
Printed Image Mode, 3-4, 7-9
Printing a document in the Confidential Fax Inbox, 6-9
Printing a document in the memory RX inbox, 6-6
Printing documents stored in an inbox, 2-23
Print Screen, 2-7
Print Settings Screen, changing , 2-8

R

Recalling previous copy jobs, 5-2, 7-42
Receiving confidential documents, 6-8
Receiving documents through I-Fax, 6-3
Reduction ratio, 3-10, 7-11
Register Inbox Name, 8-34
Remote Copy, 7-117, 1-19
Remote Copy Printer Setting, 8-19
Remote device transmission time out, 8-24
Reserving Copy Jobs, 1-40
  While the machine is printing, 1-40
  While the machine is waiting, 1-40
Reserving print jobs, 2-42, 2-44
  Using the stack bypass, 2-47
Resume Copying, 1-37
Rotate, 3-35, 3-38

S

Saddle Stitch, 3-33, 7-33
Sample Print, 2-55
Sample Set, 1-53, 7-40
Scan Image Check, 4-67, 7-57
Scan mode
  Erasing, 5-8
Scanning 2-Sided originals, 3-65
Scanning with different XY zoom ratio, 3-19, 3-22
Scanning with the same XY zoom ratio, 3-18, 3-19
Scan screen, 2-10
Select All, 2-26
Select Output Device, 1-19, 7-117
Sending a document, 6-11
Send screen, 2-11
Setting a Confidential Fax Inbox, 8-33
Setting a User Inbox, 8-27
Setting Confirmation, 1-56
Setting for receiving documents in memory, 6-4
Setting the Display for the Copy Basic Features Screen, 8-6
Setting the X and Y axes independently, 3-25, 7-17
Sharpness, 4-79, 7-113
  High, 4-80, 7-114
  Low, 4-79, 7-114
Sheet insertion, 4-12
Shift
  Using the arrow keys, 4-47, 7-84
  Using the numeric keys, 4-48, 7-86
Shifting the original image
  Shifted to a corner, 4-47, 7-84
  Shifted to centre, 4-47, 7-84
Special Feature Screen 1/2, 1-5
Special Feature Screen 2/2, 1-8
Stack Bypass Settings, 1-43
Standard key settings for Express Copy Basic Features Screen, 7-35, 8-11
Standard key settings for Regular Copy Basic Features Screen, 8-9
Standard scan settings, 8-31
Standard settings, 8-17
Staple, 3-33, 3-46, 7-32
  Corner, 3-33, 7-33
  Double, 3-33, 7-33
  Saddle Stitch, 3-33, 7-33
Start key, 1-16
Start Send, 6-12
Status, 1-39
Stop a copy job
  Using the Stop Key, 1-37
  Using the System Monitor Screen, 1-38
  Using the Touch Panel Display, 1-36
Stop key, 1-17
Storing a confidential fax inbox, 8-33
Storing a User Inbox, 8-27
Storing multiple documents as one, 2-70
Storing Originals into an Inbox, 2-13
Storing originals while printing, 2-42
Storing standard settings, 8-18
System Monitor, 1-38

T

Tab paper, 4-13, 7-63
Tab paper creation, 4-98, 7-91
Text mode, 3-4, 7-9
Text/Photo mode, 3-4, 7-9
Transparency Interleaving, 4-38, 7-108
  Not printing on the insertion sheets, 4-38
  Printing on the interleaf sheets, 4-39
Two-page Separation, 4-8, 7-52
Two-sided Copying, 3-52
  1 to 2-Sided, 3-52, 7-22
  2 to 1-Sided, 3-59, 7-24
  2 to 2-Sided, 3-57, 7-23
  Book to 2-Sided, 3-61, 7-25
Two-sided Printing, 3-52
  Book Type, 3-52, 7-22
  Calendar Type, 3-56, 7-22

U

User Inbox, 2-4

V

Various copying features, 1-3
View Page, 2-68

W

Watermark, 4-92, 7-78

X

XY Zoom, 3-25, 7-17
  automatically, 3-26, 7-17
  manually, 3-25, 7-17

Z

Zoom, 3-18
Zoom by percentage, 3-12, 7-10
Zoom Program, 3-18, 7-15, 7-16
  Different XY copy (zoom) ratio, 3-19, 3-22, 7-16
  Same XY copy (zoom) ratio, 3-18, 3-19